

08/2017

# LETTER FROM THE PRESIDENT

## Welcome to



## In Fairfield!

If your goal is to receive quality education and training in your chosen career, then Milan Institute of Cosmetology furthermore also known as Milan Institute, or Milan, is here to assist you. Our primary objective is to provide the education, training and career assistance that you will need to succeed in your new field.

Our faculty members offer academic credentials with many years of training and work experience in their areas of specialization. Our administrative staff is committed to providing the individual attention every student needs. Most importantly, our team has the enthusiasm to motivate our students to increase their knowledge, skill level and employability.

We invite you to make an appointment to visit our campus and talk to one of our Admissions Advisors. We are confident that Milan Institute of Cosmetology offers the training you need to reach your career goals.

Our reputation is based on your success.

Gary Yasuda, President

Amarillo College of Hairdressing, Inc. d/b/a Milan Institute / Milan Institute of Cosmetology  
Catalog Campus Additional Locations

Milan Institute of Cosmetology  
Branch Campus  
934 Missouri Street  
Fairfield, CA 94533  
(707) 425-2288

***The program(s) listed in this catalog apply to only this campus. Please refer to the catalog designated for a particular campus for programs offered at other locations.***

Milan Institute of Cosmetology  
Branch Campus  
4020 Keitzke Ln.  
Reno, NV 89502  
(775) 784-7171

Milan Institute of Cosmetology  
Main Campus & Extension Campus  
3238 S. Fairway 3356 S. Fairway  
Visalia, CA 93277  
(559) 730-5350

Milan Institute of Cosmetology  
Branch Campus  
605 SW Military Drive  
San Antonio, TX 78221  
(210) 922-5900

Milan Institute of Cosmetology  
Branch Campus  
78900 Highway 111  
La Quinta, CA 92253  
(760) 771-5520

Milan Institute of Cosmetology  
Branch Campus  
2400 27th Avenue  
Amarillo, TX 79103  
(806) 349-4100

Milan Institute of Cosmetology  
Branch Campus  
George Dieter #207  
El Paso, TX 79936  
(915) 857-4444

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

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## STUDENT CATALOG NOTICE

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.

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 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov) toll-free telephone number (888) 370-7589 or by fax (916) 263-1897

### Effective August 2017 – August 2018

The information in this catalog is true and correct to the best of my knowledge.



Gary Yasuda, President  
Amarillo College of Hairdressing, Inc.  
d/b/a Milan Institute of Cosmetology

## **ABOUT MILAN INSTITUTE OF COSMETOLOGY**

### **AN INVESTMENT IN BEAUTY PAYS**

If you want a career in cosmetology, this is the right choice for you. The exciting, ever changing world of cosmetology will always be a source of professional and financial rewards. The outlook for the profession has never been better, with women today striving to achieve the “Total Look,” and more men are taking advantage of the salon scene and benefiting from style cuts, perms, manicures, and color. The work of the Cosmetology practitioner is challenging and very rewarding, with a very high income potential that can soon place you at a professional earning level. Since most salons pay on a commission basis, there is no ceiling on income in the cosmetology profession. Management presents even greater challenges, and salon ownership offers a sense of pride that every small business owner enjoys.

Choosing a lifetime career is one of the most important decisions you will ever make. To find out more about a career in cosmetology, how to become a part of this exciting profession and other information about Milan Institute of Cosmetology, please read this catalog carefully.

### **MISSION STATEMENT**

The mission of Milan Institute is to meet the needs of students and employers by offering quality, short term educational programs in career fields with solid growth potential.

### **PHILOSOPHY AND OBJECTIVES**

Milan Institute recognizes that people attend college for a variety of reasons—from increasing their knowledge to enhancing their skills and employability. The principal objective of Milan Institute of Cosmetology is to promote a high level of distinction in its faculty, students, and educational programs. Only through quality training will the school produce graduates of all courses who will not only be successful, but will also be of service to their community. The course of study and activities are designed to provide a solid foundation from which our graduates may take advantage of the many opportunities available in the world of cosmetology and the corresponding specialty fields. We understand our obligation to our students, alumni, and community, and constantly seek more effective ways to meet these commitments.

### **HISTORY**

**May 1968:** Jess Prince purchased Amarillo College of Hairdressing.

**May 1988:** Amarillo College of Hairdressing moved to its current location at 2400 Southeast 27th Avenue, Amarillo, TX 79103. Mr. Prince was president of the Texas Association of Cosmetology Schools. He was a salon owner for 27 years and a school owner for 32 years.

**1993:** Robert and Mary Fikes opened Fikes Beauty Academy located at 8004 Crosscreek, San Antonio, TX 78218.

**1996:** Bich-Ha, Luan Nguyen, Ann Vasquez, and Rosie Vasquez-Moncada opened Texas Beauty College on Loop 410 in San Antonio, TX.

**November 1999:** Michael and Linda Gore purchased Everett Beauty Academy.

**January 2002:** Gary Yasuda and James M. Yasuda purchased Amarillo College of Hairdressing, Inc. from Mr. Prince. The Yasudas own and operate private postsecondary schools in Texas, Idaho, Washington, Nevada, and California. The Yasudas changed the school name from Amarillo College of Hairdressing to Amarillo College of Beauty.

**November 2003:** Amarillo College of Hairdressing, Inc. purchased Fikes Beauty Academy as a main campus.

**November 2003:** Amarillo College of Hairdressing, Inc. changed the school name from Fikes Beauty Academy to Texas Beauty College.

**January 2004:** Amarillo College of Hairdressing, Inc. purchased Texas Beauty College on Loop 410 in San Antonio, TX as a main campus.

**January 2005:** Amarillo College of Hairdressing, Inc. purchased Everett Beauty Academy as a main campus.

**March 2005:** Amarillo College of Hairdressing, Inc. changed the school name from Texas Beauty College located on Loop 410 in San Antonio, TX to Milan Institute of Cosmetology.

**March 2005:** Amarillo College of Hairdressing, Inc. changed the school name from Everett Beauty Academy to Milan Institute of Cosmetology.

**March 2005:** Texas Beauty College moved from 8004 Crosscreek to its location at 5403 A Walzem Rd., San Antonio, TX 78218.

**March 2005:** Amarillo College of Hairdressing, Inc. changed the school names from Amarillo College of Beauty and Texas Beauty College located on 5403 Walzem Rd., San Antonio, TX 78218 to Milan Institute of Cosmetology.

**December 2005:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 731 A West Shaw Avenue, Clovis, CA 93612.

**October 2006:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 605 SW Military Drive, San Antonio, TX 78221.

**May 2007:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received BPPVE approval to operate campuses located at 934 Missouri Street, Fairfield, CA 94533 and 3328 S. Fairway, Visalia, CA 93277.

**August 2007:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received BBC approval to operate the campus located at 934 Missouri Street, Fairfield, CA 94533 and the campus opened.

**December 2007:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received NACCAS approval for the school located at 934 Missouri Street, Fairfield, CA 94533.

**April 2008:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received NACCAS approval for the school located at 3238 Fairway Street, Visalia, CA 93277.

**April 2008:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 1050 Matley Lane, Reno, NV 89502.

**September 2008:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 2150 John Glenn Drive, Concord, CA 94520.

**January 2009:** James Yasuda, O.D. retired from Amarillo College of Hairdressing, Inc.

**May 2009:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 2822 "F" Street, Bakersfield, CA 93301.

**December 2009:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 47120 Dune Palms Suites C-2, D, E, La Quinta, CA 92253.

**August 2010:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 1021 W. Hemingway, Nampa, ID 83651.

**August 2010:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 1580 George Dieter #207, El Paso, TX 79936.

**January 2012:** Golden State Business College, Inc. d/b/a Milan Institute and Academy of Court Reporting, Inc. d/b/a Milan Institute merged with Amarillo College of Hairdressing, Inc. d/b/a Milan Institute and Milan Institute of Cosmetology

**July 2013:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch at 1009 W. Hemingway, Nampa, ID 83651.

## **GOVERNING BODY**

Amarillo College of Hairdressing, Inc., a Texas Corporation and Gary Yasuda, President owns Milan Institute and Milan Institute of Cosmetology.

## **APPROVALS, ACCREDITATION & AUTHORIZATION**

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology, is licensed by the Department of Consumer Affairs:

**Department of Consumer Affairs**  
**Board of Barbering and Cosmetology (BBC)**  
P.O. Box 944226  
Sacramento, CA 94244  
(916) 445-0713

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology, is accredited by the:

**National Accrediting Commission of Career Arts and Sciences (NACCAS)**  
3015 Colvin Street  
Alexandria, VA 22314  
Phone: (703) 600-7600

## **STATE OF CALIFORNIA**

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology is a private institution with approval to operate in the State of California based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which was effective January 1, 2010. Milan Institute of Cosmetology in Visalia, Fairfield, and La Quinta, CA under Section 94890(a)(1) of CPPEA, is approved to operate by means of accreditation until January 31, 2018.

An application for renewal of approval by means of accreditation has been submitted to the Bureau for Private Postsecondary Education and is pending review.

The act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

**Bureau for Private Postsecondary Education**  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
(916) 574-7720 or (888) 370-7589  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

## **U.S. Department of Education**

Milan Institute of Cosmetology is authorized to participate in Title IV programs for student financial aid assistance per the Higher Education Act of 1965, as amended by the U.S. Department of Education.

## **SPECIALIZED PROGRAM APPROVALS**

The program at Milan Institute of Cosmetology in Fairfield, California may be approved for the training of Veterans and eligible persons under provisions of Title 38, United State Code. The admissions office has a list of veteran approved programs.

## **MEMBERSHIPS**

Milan Institute of Cosmetology or its faculty hold membership in the following organization:  
California Association of Private Postsecondary Schools.

## **FACULTY**

Milan Institute of Cosmetology faculty members are experienced cosmetology instructors. In addition to meeting the educational requirements for licensing, each instructor has been trained in the contemporary methods of hairstyling and techniques of hair design. A list of our faculty members can be found in the catalog insert.

## **STUDENT RATIO**

The student/teacher ratio does not exceed thirty students in attendance per instructor.

## **ADVISORY BOARD**

The advisory board is composed of members chosen as experts in one or more specialized areas. These advisors serve as guest lecturers, perform demonstrations, judge competitions, and meet with faculty and students. Based on their years of experience as successful owners, managers, and self-employed professionals, they are an invaluable source of up-to-date information on advances in cosmetology and related specialty fields.

## **FACILITIES**

A Milan Institute of Cosmetology facility located at 934 Missouri St., Fairfield, CA consists of 5,000 sq. ft. including separate classrooms, clinic floors, dispensary, and administrative offices.

## **CATALOG INSERTS**

See the inserts for current information related to the school calendar, tuition and fees, listing of staff and faculty.

## **ENGLISH ONLY**

We do not offer English as a Second Language instruction and do not require proof of English language proficiency; however, all instruction will occur in English: therefore, all students must be able to read, write, speak, understand and communicate in English at a high school level. We do admit students from countries other than the United States; however, visa services are not provided and the institution will not vouch for student status.



## **ADMISSIONS INFORMATION**

### **ADMISSIONS POLICY**

Admission into the school's Cosmetology Program requires the prospective student have a High School Diploma (HSD) or a General Education Diploma (GED), or for those students enrolling as Ability to Benefit students - pass the U. S. Department of Education approved ability to benefit (ATB) test. In order to receive aid as an ATB student enrolling after July 1, 2012, the student must have previously established eligibility prior to July 1, 2012. For additional information on determining previously established eligibility for aid, please visit the Financial Aid office.

A copy of the HS diploma, GED certificate, or transcripts showing high school completion and/or an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree as equivalent to a high school diploma, must be provided.

Admission into the school's Cosmetology Program requires the applicant to present valid government issued ID.

Admission procedures include individual advising, explanation of course descriptions, appointment with financial aid, enrollment, a tour of the campus, and orientation to the school regarding the policies, regulations and requirements for the various classes.

Upon acceptance and before entering classes, the applicant must complete an enrollment agreement. This agreement details the prospective student's and the school's obligations. The final decision to admit an applicant rests with the school's administration.

Prospective students must be beyond the age of compulsory school attendance and must be 17 years old upon completion of their program.

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same progress status as when they left.

### **SCHOOL CALENDAR**

Qualified persons may enroll on any date the school's admissions office is open. New classes begin on a regularly scheduled basis. Actual start dates for the year may be obtained by contacting the school administration.

### **ENROLLMENT AGREEMENT**

Upon acceptance and before entering classes, the applicant must complete an enrollment agreement. Prospective students under the age of 18 must have a parent or guardian sign the agreement. This agreement details the prospective student's and the school's obligations.

### **TRANSFER OF CREDIT TO MILAN INSTITUTE OF COSMETOLOGY**

Transfer students will receive credit for certified hours received from other schools or states according to state law, and their program will be shortened and tuition will be adjusted accordingly. Milan Institute of Cosmetology does not recruit students already attending or admitted to another school offering a similar program of study

## **TRANSFER OF CREDIT TO OTHER SCHOOLS**

The transferability of credits for certified hours you earn at Milan Institute of Cosmetology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion earned in the Cosmetology program is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of Completion 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 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 Milan Institute of Cosmetology to determine if your diploma will transfer.

Milan Institute of Cosmetology has not entered into any articulation of training agreements with other educational entities.

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## **FINANCIAL INFORMATION**

Student Financial Aid is assistance which helps pay the cost of education. Funds included in this aid may be provided from several sources, including federal, state and private agencies. Most financial aid recipients receive a combination “package” comprised of more than one type of assistance program.

### **HOW TO APPLY**

To begin the process of applying for most aid programs, including grants and loans, students must first complete the Free Application for Federal Student Aid (FAFSA). This document is considered the primary resource for establishing eligibility for need-based aid at this institution. Grant aid is money that does not have to be repaid. Loan assistance includes borrowed money that will be repaid by the applicant.

### **FINANCIAL AID PROGRAMS**

The school participates in Title IV Federal Financial Assistance programs under authorization of the U.S. Department of Education, Office of Student Financial Assistance. Any student interested in obtaining Federal Aid should visit or call the financial aid office and request a Student Financial Aid Guide or visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov) to view online federal assistance publications. All consumer information that is required to be disclosed pursuant to applicable financial aid programs is provided.

Title IV assistance may include grant aid from the Federal PELL Program and/or self-help aid in the form of Direct Loans. Federal Student Loans are required by law to provide a range of flexible repayment options, including but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide. Federal Direct Loans are available to students regardless of income.

Some applicants may be selected for a process called verification. Initial notification is provided through the Student Aid Report created in response to the Free Application for Federal Student Aid (FAFSA). The verification selection may cover one or more aspects of your FAFSA information; including but not limited to, tax data, number in household, SNAP benefits, child support paid, high school completion, and identity. Be aware there are deadlines and consequences associated with this requirement. You should contact the campus Financial Aid Office for additional information and assistance, should your file be selected for verification.

### **OTHER PROGRAMS**

TFC and Universal Group Payment arrangements are considered a private loan with a fixed interest rate based on the plan you have selected. This program does not determine interest based on borrower’s credit rating.

Students have the right to research and secure additional loan options. Private loans can offer variable rates that can increase or decrease over time, depending on market conditions. Students should determine the interest rate and associated fees of a private loan prior to accepting the terms of the loan. In some cases, the interest rate on a Private Loan may depend on the borrower’s credit rating. Students should contact the lender of the private student loan or the campus Financial Aid Office with any questions or concerns regarding student loan debt.

The information provided above and in referenced materials is not a guarantee of financial assistance. Individual need and circumstance must be evaluated to determine aid program eligibility. This need will be determined with and comply by all applicable federal, state and accreditation regulations.

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 and fees, less the amount of any refund

## **METHODS OF DISBURSEMENT**

All Federal financial assistance awarded by the school is disbursed according to Federal regulations.

## **TUITION POLICY**

It is the policy of the school that all tuition and fees are due and payable on the first day of attendance. Students must make other payment arrangements in advance of the first day of class with school officials. The school accepts payments in cash, check, MasterCard and Visa. Prices are subject to change.

## **SCHOLARSHIPS**

### *Graduate Scholarship*

A graduate from Milan Institute or Milan Institute of Cosmetology is eligible for a \$1,000.00 tuition scholarship upon enrolling in a subsequent program with a minimum of 600 hours, (except for the Cosmetology Instructor program). For programs with less than 600 hours, a graduate is eligible for a \$200.00 scholarship. A graduate enrolling into a Cosmetology Instructor program is eligible for a \$500.00 tuition scholarship. This scholarship is a onetime event for graduates and is considered a discount to tuition. Discounts may not be combined.

### *Adult Learner Scholarship*

A \$500.00 Adult Learner Scholarship is available to adults that return to school and complete a high school equivalency or diploma as an adult learner. Applications may be reviewed up to 14 days prior to starting school. For start dates of less than seven (7) days in the future, applications will be reviewed on a case-by-case basis. Recipient selection is based on an application. Scholarship awards will be applied to the student's direct educational cost upon completion of their program.

Discounts may not be combined and students will receive only the best available discount, for which they qualify.

## **STUDENT'S RIGHT TO CANCEL- Cancellation Policy**

Milan Institute of Cosmetology advises each student that a notice of cancellation shall be in writing and that Milan Institute of Cosmetology shall refund 100 percent of the amount paid for institutional charges., if the notice of cancellation is made through attendance as of the first scheduled class session, or the seventh day after enrollment, defined by means of executing an enrollment agreement whichever is later. The enrollment agreement shall be signed by the student and by an authorized employee of the institution. If an applicant accepted by Milan Institute of Cosmetology cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid.

## **REFUND POLICY**

Institutions are required to apply State, Licensing and/or Accreditation refund policies as applicable to the location and program attended. If more than one set of regulations applies, the calculation that best benefits the student will be the refund policy adopted.

The student has the right to withdraw from a course of instruction at any time. The student is obligated to pay only for educational services rendered and for unreturned equipment. If the student withdraws from a program of instruction after the period allowed for cancellation of the agreement, as listed above in "Student's Right to Cancel," the school will remit a refund within 45 days following the student's withdrawal whether officially or unofficially.

A "fair and equitable refund" will be computed based on scheduled hours of class attendance through the last date of attendance. Leaves of absence and school holidays will not be counted as part of the scheduled class attendance.

Books, supplies, associated taxes on said items, not included in the tuition price. All costs are itemized on the Enrollment Agreement.

#### **REFUNDS SHALL BE CALCULATED AS FOLLOWS:**

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the California 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, and is to be paid within 45 days of the determination of withdrawal.

- Milan Institute of Cosmetology is an institution that participates in the federal student financial aid programs, and, as required, Milan Institute of Cosmetology shall provide a determination of tuition charges based on a pro rata refund of tuition based upon the students' progress in their program of study up to point where the student who have completed 60 percent of the total charges for the current period of attendance.
  - 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 the student attended, or was scheduled to attend, prior to withdrawal.
  - For purposes of determining a refund under this section, 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 its catalog.
- If the student obtains equipment, as specified in the agreement as a separate charge, and returns it in good condition (equipment seal cannot be broken, log-on occurred, or is marked or damaged in any way) within 45 days following the date of your withdrawal, Milan Institute of Cosmetology shall refund the charge for the equipment paid by the student.
- If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within this 45-day period, Milan Institute of Cosmetology may offset against the refund of the documented cost to the school of the equipment.
- The student shall be liable for the amount, if any, by which the documented cost of the equipment exceeds the pro-rated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount Milan Institute of Cosmetology has charged in the contract.
- For a list of these charges, see Addendum B of the Enrollment Agreement If the amount that the student has paid is more than the amount that is owed for the time of attendance, and then a refund will be made within 45 days after the date of withdrawal.

Milan Institute of Cosmetology shall also provide a pro rata refund of non-federal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. Milan Institute of Cosmetology shall also maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellation or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.

#### **WITHDRAWAL DATE**

Withdrawal: Is the termination of an enrolled student prior to successful completion of a program. Classifications of withdrawals include but are not limited to a drop, dismissal and out-of-school transfer.

A student may officially withdraw by providing notification either orally or in writing to any school official. For purposes of an unofficial withdrawal and the date of determination for tuition refund and Return to Title IV purposes, the determination of withdrawal can be no more than 14 consecutive calendar days from the last date of attendance, except in those cases when a student fails to return from a scheduled leave. Milan Institute of Cosmetology is an institution that is required to take attendance, and, as such, is expected to have a procedure

for routinely monitoring attendance of its students to determine, in a timely manner, when a student ceases to be enrolled and attending. Milan Institute of Cosmetology states that the date of determination that the student withdrew is no later than 14 days after the student's last date of attendance as determined by its attendance records.

### **PROGRAM CANCELLATION POLICY**

If a program or course is cancelled subsequent to a student's enrollment, and before instruction in the program has begun, the school shall provide a full refund of all monies paid.

If the school closes permanently and ceases to offer instruction after students have enrolled, or if a program is cancelled after students have enrolled or instruction has begun, the school will provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school or if a student does not transfer to another school a full refund of all monies paid.

### **DELINQUENT TUITION**

The student is charged a \$10.00 late fee for payments received 10 days after the due date. Any student who is delinquent in payments to the school may be suspended or terminated from school, at the discretion of the administration, until the school receives payment or the student makes written payment arrangements acceptable to the school. If an amount is due, a payment schedule is arranged. If a student does not follow the payment guidelines, after 90 days his/her account will be turned over to the Corporation's collection agency. The student will be responsible for all costs associated with collection.

### **RETURN TO TITLE IV CALCULATION (R2T4)**

When a student withdraws from a program, a campus is required to determine the earned and unearned portions of Title IV aid. The determination is based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds.

If the amount that the student has paid is more than the amount that the student owes for the time he/she has attended, then a refund will be made within 45 days. If a student who has received Title IV, HEA program assistance is owed a refund, the school will allocate the refund in the following order: Federal Direct Loan Program, Federal Parent Loan for Undergraduate Study (PLUS), Federal Pell Grant, any other Title IV Assistance, to student. If there is a balance due, the student is responsible for paying it.

### **TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs) and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less

assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must receive your permission before it can disburse them. You may choose to decline some or all the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school must receive your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt to the school.

There are some Title IV funds that you may have been scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled beyond the 30<sup>th</sup> day

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. In addition, you may have exhausted all or a portion of your grace period and repayment of Direct Student Loans may begin immediately.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

*If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).*



## **STUDENT TUITION RECOVERY FUND (STRF)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the



student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

**ENROLLMENT TIME**

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within forty-five (45) days from the withdrawal date.

## **STUDENT INFORMATION**

### **ORIENTATION**

New students are required to attend a “*Welcome to Milan*” orientation on the class start date, prior to the start of their course material. This meeting is to welcome new students and introduce them to the school’s policies and procedures. During orientation, many topics are discussed, including: school rules, regulations, financial aid questions, state board exams, grading, attendance, theory classes, clinic floor work, satisfactory academic progress, and project completions. Students are also given the opportunity to meet instructors, school staff, and other students and to ask questions about their training programs.

### **CATALOG ADDENDUM & INSERTS**

See the catalog addendum(s) and inserts for current information related to the school calendar, tuition and fees, listing of staff and faculty, Gainful Employment disclosures, and other updates made in between printings of new catalogs.

### **CHANGES TO SCHOOL POLICIES**

To maintain an innovative approach to continuing education, Milan Institute of Cosmetology reviews its policies and curriculum periodically and makes necessary revisions.

Milan Institute of Cosmetology reserves the right to change the programs offered, start dates, tuition rates, fees, admission policies, attendance requirements, and other rules concerning the school. These changes will follow the regulations of government agencies which monitor the school.

Changes made after publication of this catalog will be added as addenda to the back of this catalog. The school expects its students to have knowledge of the information presented in this catalog and in other school publications, notices and updates.

### **STUDENT INFORMATION PORTAL**

The Student Information Portal provides students instant access to their academic information, attendance reports, student ledger, payment schedule, financial aid awards and more. The portal should be utilized to view and monitor a student’s progress throughout school. Students can access the portal at any time through the internet with a unique user ID and password inside or outside our network at <http://studentinfo.milaninstitute.edu>

### **NONDISCRIMINATION**

Milan Institute of Cosmetology does not discriminate on the basis of race, color, national origin, ethnic origin, religion, sex, disability, or age in its admission, employment, treatment, or access to programs and activities. The Campus Director is the individual designated to handle inquiries regarding non-discrimination policies and complaints of discrimination. The Campus Director maintains an office on campus. He/she may be contacted by visiting the campus or via telephone- campus contact information is provided on cover page of this publication.

For further information on notice of non-discrimination, please visit:

<http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> or call 1-800-421-3481 for the address and phone number of the office that serves your area.

## **STUDENTS WITH DISABILITIES**

Milan Institute of Cosmetology is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the programs offered by Milan Institute of Cosmetology.

Students requesting auxiliary aid and services must submit an Application for Auxiliary Aid, including supporting documentation, to the School Director. Applications must be submitted at least two weeks before classes commence, or as soon as possible. Supporting documentation must be in the form of a documented physical, medical, or psychological condition which has been verified by a professional. Delays in submission of all required documentation will delay a decision regarding the request for accommodation.

Decisions are made to grant or deny requests for accommodations within ten (10) business days of receipt of all requested documentation.

Upon approval of the request, the Campus Director and Education Leader will develop a plan to meet the student's needs. The plan may include academic accommodations and modifications for instructional methods. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy should be directed to the Corporate Compliance department via email at [comments@milaninstitute.edu](mailto:comments@milaninstitute.edu), or by calling (559) 735-3818 ext 1012.

## **STUDENT RECORDS ACCESS, SECURITY AND RELEASE**

The information in student files is confidential. A student's right to inspect these records is in accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended. Generally, we must have written permission from the student or the parent or guardian of dependent minors before releasing any information from the student's financial aid record. However, the law allows us to disclose records, without consent, to the following:

A school MAY disclose education records without consent when:

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;
- The student is seeking or intending to enroll in another school;
- The disclosure is to state or local educational authorities, the school's accrediting agency, those agencies auditing or enforcing Federal or State supported education programs, and those enforcing Federal laws which relate to those programs;
- The disclosure is to the parents or guardians of a student who is a dependent for income tax purposes;
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
- The disclosure is pursuant to a lawfully issued court order or subpoena; or

The information disclosed has been appropriately designated as directory information by the school.

At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include the following:

- Name
- Home address
- Home telephone number
- Major field of study

- Dates of attendance
- Degrees and awards received

Students may withhold directory information by notifying the Office of the Registrar in writing in accordance with the procedures contained in the public notice designating directory information.

The school will provide the proper supervision and interpretation of the student records when they are being reviewed.

Milan Institute of Cosmetology places a high emphasis on protecting confidentiality of student data. Employees are trained on confidentiality procedures. Data is secured either physically or in secured networks. Regular reviews of procedures and secured areas are made by staff. Any potential breaches are immediately investigated and promptly acted upon. Any questions regarding the campus' process of protecting confidentiality of student's data can be directed to [comments@milaninstitute.edu](mailto:comments@milaninstitute.edu).

### **STUDENT HOUSING**

Student housing is not available on campus. There are multiple housing units available in the community, and students will need to make their own housing and boarding arrangements.

### **STUDENT DISCOUNT**

Student may receive services at a 50% discount off the client price. Students are charged to cover the cost of products, utilities, towels, etc. Students will receive a 25% discount on retail products. All services and products must be paid for at the time of purchase.

### **STUDENT PHOTO RELEASE**

Students attending Milan Institute of Cosmetology give the school the absolute right and permission to take photographs and/or video of them in class, in clinic or in lab for advertising, trade publications and/or any other lawful practice.

### **CAMPUS SECURITY**

Milan Institute of Cosmetology publishes an annual security report that contains information concerning policies and procedures relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement an access to campus facilities, The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three (3) most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual report may be obtained from the Campus Director's office during regular business hours.

Milan Institute of Cosmetology will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

Milan Institute of Cosmetology reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

## **STUDENT GRIEVANCE POLICY**

When problems arise, students should make every attempt to resolve the issue by following the formal complaint procedure. The procedure is as follows:

1. Contact the Instructor in charge to resolve the problem or complaint.
2. If the issue cannot be resolved with the Instructor, contact the Campus Director to schedule a meeting to discuss the concern.
3. If a mutual solution cannot be reached with the School Director, the student should submit a written complaint online at [milaninstitute.edu/complaint](http://milaninstitute.edu/complaint) form. A corporate mediator will facilitate review of the grievance within 10 days and a written response will be sent to the complainant with the decision and/or resolution.
4. The student has the right to appeal the decision of the mediator and submit the complaint letter to the President of Amarillo College of Hairdressing, Inc. d/b/a Milan Institute/ Milan Institute of Cosmetology, located at 3356 S Fairway Street, Visalia CA, 93277; Fax: (559) 733-7831; Phone: (559) 735-3818 ext. 1012; Email: [Comments@milaninstitute.edu](mailto:Comments@milaninstitute.edu). The President's decision will be communicated to the student.
6. The student has the right to appeal the decision of the President and submit the complaint letter to the school's state agencies and/or accrediting agency.
  - a. The school's accrediting agency is the National Accrediting Commission of Career Arts and Sciences (NACCAS) located at 3015 Colvin Street, Alexandria, VA, 22314: Phone: (703) 600-7600.
  - b. 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 toll-free 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).
  - b. The school has an additional state agency for a cosmetology-related program is the Board of Barbering and Cosmetology (BBC), P.O. Box 944226, Sacramento, CA, 94244, Phone: (800) 952-5210.

The school maintains its complaint log for at least two years.

## **ARBITRATION POLICY**

Should a dispute arise which could not be settled through the school's internal grievance procedures, students and the school have agreed to arbitration at the time of enrollment as the only means legal recourse. Any dispute a student may bring against Amarillo College of Hairdressing, Inc., and/or any of its wholly owned subsidiaries, Milan Institute, Milan Institute of Cosmetology, or any of its parents, subsidiaries, successors, officers, directors, or employees, without limitation, (hereinafter collectively and individually referred to as "ACH") or which ACH may bring against a student, no matter how characterized, pleaded or styled, shall be resolved by binding arbitration pursuant to the Federal Arbitration Act and conducted by the American Arbitration Association ("AAA"), at the ACH location which the student attends or was attending, and under its Supplementary Rules for Consumer Related Disputes, and decided by a single arbitrator. Any dispute over the interpretation, enforceability or scope of this Arbitration Agreement shall be decided by the Arbitrator, and not by a Court. Both students and school explicitly waive any right to a jury trial, and understand that the decision of the arbitrator will be binding, and not merely advisory.

Neither ACH nor student shall file any lawsuit against the other in any court and agree that any suit filed in violation of this provision shall be promptly dismissed by the court in favor of arbitration. Both ACH and school agree that the party enforcing arbitration shall be awarded costs and fees of compelling arbitration.

The costs of the arbitration filing fee, arbitrator's compensation, and facilities fees that exceed the applicable court filing fee will be paid by ACH.

Any dispute or claim brought by ACH or student shall be brought solely in their individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action.

Any remedy available from a court under the law shall be available in the arbitration.

To the extent a student has outstanding federal student loan obligations incurred in connection with their enrollment at ACH, any arbitration award providing monetary damages shall direct that those damages be first paid toward the student loan obligations.

Students and/or ACH may, but need not, be represented by an attorney at arbitration.

Information about the AAA arbitration process and the AAA Supplementary Rules for Consumer Related Disputes can be obtained at [www.adr.org](http://www.adr.org) or 1-800-778-7879. Students must disclose the Arbitration Agreement document they signed at the time of enrollment to the AAA.

## **RULES OF CONDUCT**

The school sets forth specific expectations for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training can only enhance the graduate's potential for success.

### **Students are expected to:**

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Theory class is a critical part of your training.
2. Arrive for all classes on time. Students may not be allowed to attend class or to clock in until the scheduled class is dismissed. The determination will be made by school staff based on the circumstances causing the tardiness. Excessive tardiness may result in suspension.
3. Complete all assigned theory, practical and clinic assignments in the designated time frames. It is the student's responsibility to contact the instructor regarding makeup exams. The Final Transcript of Hours will not be released to the student or State Board until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
4. Notify a staff member within one (1) hour of your start time of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
5. Notify a staff member when leaving the facility for any reason other than lunch time and closing.
6. Only perform services on clients after successfully completing the Phase One Requirements and have passed a written and practical competency evaluation.
7. Practice courtesy and professionalism at all times when dealing with other students, clients, instructors, staff and visitors.
8. Follow all state laws and regulations at all times during school.
9. Comply with the school's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress may cause loss of or delays in funding, delay in graduation and additional tuition charges.
10. Keep all student and client analysis and service records up to date.
11. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
12. Strive to continually improve abilities through education and practice.

## GROUNDS FOR DISCIPLINARY ACTION

The following types of social behavior that keep you and your fellow students from learning are not acceptable and may result in a warning, probation, suspension and/or termination. *Milan Institute of Cosmetology reserves the right to take any disciplinary action it deems necessary and reasonable under the circumstances.*

- a. Refusing to service an assigned customer or refusing to comply with the instructor's assignment. Unprepared or refusal to perform a clinic service or practical assignment may result in the student leaving for the day. Excessive refusals may result in termination.
- b. Disrupting class or sleeping in class.
- c. Not involved in curriculum related activities at all times while clocked in. Students who are clocked in may not linger in the facility and distract other students from training responsibilities. Excessive time in the student lounge is not allowed.
- d. Unauthorized personal visitors to the school. Guests will be asked to leave unless they are scheduled for a service in the student salon.
- e. Using the business phone or personal cellular phone for incoming or outgoing calls without the expressed permission of a staff member.
- f. Cheating, dishonesty or falsification of records.
- g. Not following scheduled breaks. The time for breaks will depend on the classes scheduled and the student salon floor services that are assigned. Students are required to clock out for a minimum of 30 minutes each day for a lunch break. Failure to do so may result in lost time and/or disciplinary action. As consideration to fellow students, clients and instructors, please notify the school if you are not returning from a lunch break.
- h. Not following time clock procedures by not clocking in and out accurately to reflect hours in attendance. No student may clock in/out for others. If a student fails to clock in/ out, they will not receive credit for time in school.
- i. Not following sanitation requirements. Understand that training involves sanitation, cleanliness and equipment care. Students are responsible for personal workstations and work areas. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all students to follow sanitation rules and practices at all times.
- j. Non-compliance with the published dress code which includes students wearing the required name badge and practicing proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until in compliance.
- k. Violation of Student Social Media policy or Anti-Bullying policy.
- l. Criticizing another student's work.
- m. Cursing; using foul language or vulgar language; immoral or unprofessional conduct, discussing sexual activities or beliefs, unethical and unprofessional subject matter during school hours.
- n. Arguing with an instructor in the presence of another student or customer.
- o. Consuming or possessing alcoholic beverages and/or illegal substances during school time or on school grounds.
- p. No smoking, chewing gum, eating and/or drinking except in designated areas.
- q. Theft from a student, customer, or school (property and/or money) will result in immediate termination. Students are responsible for the security of their own property. The school is not responsible for lost, stolen, missing, and/or broken items.
- r. Behavior which creates a safety hazard to self, students, faculty, or staff including, but not limited to willful destruction of property and possession of weapons while on campus.



A student who, upon violation of a conduct policy or other egregious behavior or incident, is placed on a status of Probation due to conduct unbecoming of a student at Milan Institute of Cosmetology. This status is an official warning that the student's conduct is in violation of Milan Institute of Cosmetology Student Rules, but does not merit, at this point, an expulsion or suspension.

A student on conduct probation is deemed "not in good standing" with Milan Institute of Cosmetology. If there is a finding of responsibility for subsequent violations of the student rules during this period of time, more severe sanctions may be administered including immediate termination. Student who are subjected to Conduct Violations face actions to be determined based on the severity of the issue at hand and documentation of such will remain in the permanent student file.

## **CHEATING POLICY**

Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false or misleading information to the school's Instructors or administrative staff. Students shall not engage in any of the following activities:

- Give or receive advance information about quizzes, tests, or examinations;
- Assist another student in dishonest practices
- Present someone else's work or ideas as your own;
- Have another person do work which is then submitted as their own;
- Include another person's work as part of their work, without proper acknowledgement or documentation.

When a student is charged with cheating or plagiarism, and the Instructor has proof to back up the charges, or a student admits to the charges when confronted, the Instructor may handle the situation in the following ways:

1. Issue an oral warning or a written warning that will be put in the student's permanent academic file.
2. Issue the student an "F" or "0" on the assignment or test in question.
3. Issue the student an "F" for the entire class.
4. Refer the student to the school director for disciplinary action, which may include suspension or dismissal from the school.

## **STUDENT SEXUAL HARASSMENT POLICY**

### **Policy Overview**

It is the policy of Milan Institute of Cosmetology to ensure that students can learn in a safe and nondiscriminatory educational environment based on religious, racial, sexual harassment and violence. Milan Institute of Cosmetology strictly prohibits any form of religious, racial, sexual harassment and violence. It is a violation of college's policy for a student, faculty member, staff member, administrator, third party or other employee to harass a student, faculty member, administrator or other college personnel through conduct or communication of a sexual nature. It is a violation of college's policy for any student, faculty member, administrator, third party or other college personnel of Milan Institute of Cosmetology to inflict or threaten to inflict, or attempt to inflict sexual violence upon any student, faculty member, administrator or other college personnel.

### **Definitions—Sexual Harassment**

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- submission to that conduct or communication is made a term or condition, either explicitly, of obtaining or retaining employment, or of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or



- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment may also include but is not limited to:

- unwelcome verbal harassment or abuse;
- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by faculty members, administrators, college law enforcement, or other college personnel to avoid physical harm to persons or property;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status; or
- unwelcomed behavior or words directed at an individual because of gender.
- Of importance is to note that sexual harassment or violence does not have to occur between different genders. Same sex harassment and violence will be treated equally as sexual harassment or violence between same sex members.

### **Reporting**

Any person who believes he or she has been the victim of sexual harassment or violence by a student, faculty member, administrator or other college personnel of Milan Institute of Cosmetology should report the occurrence to any agent or responsible employee of the college. An employee may be required only to report the harassment to other school officials who have the responsibility to take appropriate action or to take the appropriate action themselves if they are a designated official.

### **Privacy**

Milan Institute of Cosmetology will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible. The college will attempt to honor a student's request that his or her name be withheld, if this can be done consistently with the school's obligation to remedy the harassment and take steps to prevent further harassment.

### **Action**

Milan Institute of Cosmetology is required to investigate all accusations of sexual harassment and violence and to take the appropriate actions which could include disciplinary proceedings against any individuals found to be in violation of this policy.

### **Anti-Retribution**

Any person who retaliates against another for testifying, assisting or participating in an investigation or proceeding relating to harassment or violence shall be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, retribution or harassment.

### **STUDENT SEXUAL ASSAULT, DOMESTIC AND DATING VIOLENCE POLICY**

Milan Institute of Cosmetology is committed to maintaining a safe and secure campus for all of its students **and** employees. Milan Institute of Cosmetology's policy on Sexual Violence, Domestic Violence and Dating Violence specifically addresses procedures that must be followed when an incident of sexual assault, domestic violence, dating violence or stalking is reported.

For detailed information and a copy of our policy, awareness and programs available, please visit: <http://milaninstitute.edu/consumer-and-clery-information/>

## **STUDENT SOCIAL MEDIA POLICY**

Milan Institute of Cosmetology recognizes that social media websites have become an important and influential means of communication for our current and former students. The objective of this policy is to help clarify how best to enhance and protect the personal and professional reputations of our students when participating in social media. It is important to keep in mind the privacy limitations when using social media websites. In some cases, information posted on them can be made public, even when that information has been deleted by the user. Therefore, Milan Institute of Cosmetology expects and encourages all those participating to exercise caution and responsibility when using social media websites.

In accordance with Milan Institute of Cosmetology's Conduct Policy, as published in the Catalog, students are expected to conduct themselves in a professional manner. Students who are not in compliance are subject to disciplinary action, probation, suspension or termination at the discretion of the school administration. The policies and guidelines set forth below apply to any user who utilizes social media pages associated with Milan Institute of Cosmetology.

### **Types**

The social media applicable under this policy include, but are not limited to, the following: Facebook.com, Twitter.com, YouTube.com, MySpace.com, Pinterest.com, Google+.com, StumbleUpon.com, Delicious.com, Yelp.com, Instagram.com, Blogger.com, Typepad.com, WordPress.org, Wordpress.com, LinkedIn.com, imodules.com, Flickr.com, Foursquare.com, Gowalla.com, Scvngr.com and Tumblr.com.

### **Language/Behavior**

The following are considered unacceptable when using Milan Institute of Cosmetology social media websites:

- Vulgar or profane language.
- Obscene, defamatory, inaccurate, or hostile posts.
- Offensive terms/phrases, or photographs that disrespect individuals or groups based on race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of person.
- Threats of physical or bodily harm.
- Posting of sensitive information; including that which could compromise public safety, intellectual property, etc.
- Posting of photographs of oneself or others that can be reasonably interpreted as condoning the irresponsible use of alcohol, substance abuse, or are of a sexual nature.

### **Requirements**

We look forward to the comments and conversations generated via social media. Any posts on the school's social media sites or tags of the school found to be inaccurate, false, inappropriate, hostile, obscene, or defamatory toward any individual, group or organization will be removed. If students of Milan Institute of Cosmetology violate other Milan Institute of Cosmetology policies on the school's social media sites they may subject them to disciplinary action under appropriate judicial or other procedures. Students posting content in reflection of Milan Institute of Cosmetology (such as photos taken on grounds, "tags" with Milan Institute of Cosmetology in them, comments regarding Milan Institute of Cosmetology) are subject to the same guidelines set herein this policy. Students with unresolved issues with campus administration or the educational program should follow the Grievance Policy to resolve those matters. Social media websites are not the venue to resolve such issues. Any inappropriate, obscene, or defamatory posts will not be tolerated.

Users who choose to post, comment, or link text and/or multimedia on Milan Institute of Cosmetology's websites agree that such material may be reproduced, distributed, edited, and published in any form and on any media. Users agree not to violate copyright laws, post spam or advertisements, impersonate others, or partake in any type of hostile behavior, in any media.

### **ANTI-BULLYING STATEMENT**

Milan Institute of Cosmetology believes that all students have a right to a safe and healthy school environment in which mutual respect, tolerance, and acceptance are fostered. The school will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation; threats either directly or indirectly or any other activities that create a hostile environment at school that is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Milan Institute of Cosmetology expects students and/or staff to immediately report incidents of bullying to the Campus Director. Staff members who witness such acts will take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity and during a school-sponsored activity. Students who bully are in violation of this policy and are subject to disciplinary action up to and including termination

### **CAREER SERVICES**

Milan Institute of Cosmetology offers career services to all graduates pursuing employment in their field of study. Services include assistance with creating resumes, guidance on how to conduct a job search, professionalism, and interview preparation. The Career Services faculty member develops and maintains close relationships with local businesses so that they may keep abreast of current employment opportunities to which graduates may be referred. Although no institution can guarantee employment, the Career Services faculty member at Milan Institute of Cosmetology makes every effort to help ensure that each graduate is prepared to effectively compete in the job market as they pursue their new career.

### **COPYRIGHT INFRINGEMENT POLICY**

Compliance with federal copyright law is expected of all students. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

You may "use" all or part of a copyrighted work only if (a) you have the copyright owner's permission, or (b) you qualify for a legal exception (the most common exception is called "fair use"). "Use" of a work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying, or publicly performing the work.

Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur on or over the school's networks or other computer resources may create liability for the school as well as the computer user.

Students who violate Copyright Infringement Policy are subject to disciplinary action, including suspension and termination.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

### **Legal Alternatives**

An extensive online list of legal downloading resources is available at <http://www.educause.edu/legalcontent>. EDUCAUSE, is a nonprofit organization committed to promoting the intelligent use of information technology to advance higher education. Resources on the list include websites such as Amazon MP3 Downloads, MediaNet and Best Buy.

### **DRUG FREE ENVIRONMENT**

Milan Institute of Cosmetology maintains a drug-free campus and work place. Milan Institute of Cosmetology maintains a list of community drug rehabilitation centers that specialize in drug abuse treatment where, if help is needed, the student or employee may receive help. A copy of this list may be obtained from the Campus Director's office. Milan Institute of Cosmetology will not tolerate any illegal drugs or alcohol being used on the campus. The school refers students to outside agencies when the student requests assistance. The school complies with Section 487 (a) (10) of the Higher Education Act Amendments of 1986 concerning drug abuse prevention programs for students.

### **CONTROLLED SUBSTANCE POLICY AND NOTICE TO ALL EMPLOYEES AND STUDENTS**

This statement is distributed to all new students and employees at the orientation session prior to commencing classes or employment, and is updated each year of attendance or employment.

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance within the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program. Drug free awareness program and detailed information regarding dangers of drug abuse, assistance with drug counseling and rehabilitation programs are available.

These local agencies can provide assistance to our employees, students and their families:

Pharm Tox  
1143 Missouri St.  
Fairfield, CA 94533  
(707) 435-8042

Victory Outreach  
1122 Missouri St  
Fairfield, CA 94533  
(707)720-9278

As stated above, students and employees are subject to termination for violation of this school rule.

In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the school.

A. Your continued schooling and/or employment is subject to:

1. Abide by the terms of this statement, and
2. Notify the administration of any criminal statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

B. The US Department of Education will be notified within 10 days after receiving notice under subparagraph A. 2. from an employee or student or otherwise a copy of such conviction will be submitted to the US Department of Education.

C. The school will take the following actions within 30 days of receiving notice under subparagraph A. 2. with respect to any employee or student who is so convicted.

1. Terminate employment of the employee or the schooling of the student, or
2. Require such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, enforcement, or other appropriate agency.

D. Any student that is convicted of any offense, during a period of enrollment for which the student is receiving Title IV, HEA programs funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484 (r) (1)); (20 U.S.C. 1091 (r) (1)).

<b>Drug Information Hot Lines:</b>	(800) 662-HELP
National Institute on Drug Abuse	(800) 843-4971
National Clearinghouse for Drug Information	(800) 729-6686
U.S. Dept of Education, SouthWest Region	(213) 598-7661
U.S. Dept of Education Task Force	(202) 708-9069

## **DRUG FREE STATEMENT**

In recognition of the problems associated with drug and alcohol abuse in society today, Milan Institute of Cosmetology provides all students and employees with the following information:

1. The unlawful possession, use or distribution of illicit drugs and alcohol on school property or in connection with any school activity is strictly prohibited. This prohibition applies to all students and employees.
2. The following legal sanctions are applicable for the unlawful possession or distribution of illicit drugs and alcohol:

Local: Penalties vary based on the severity of the offense and the number of offenses. Sanctions for possession of an illegal substance for the first time could range from fines of \$40,000 and up but not limited to 40 years' imprisonment.

State: Penalties vary based on the nature of the illegal substance, the offense and whether there is a repeat offense. First offenders may receive up to nine years with repeat offenders could receive life imprisonment. A schedule of fines up to but not limited to \$50,000 also is in place.

Federal: Penalties for unlawful manufacturing, distribute and dispensing of controlled substances are provided under the Federal Controlled Substances Act. The penalties are determined by the nature of the drug or other substance, the amount of drugs or other substance involved, and the number of offenses.

Examples of Federal Drug Trafficking Penalties:

First Offense      Second Offense

Marijuana (1,000 kg or more) Not less than 10 years Not less than 20 years

Heroin (100-999 grams) Not less than 5 years Not less than 10 years

Not more than 40 years Not more than life

3. There are various health risks associated with the use of illicit drugs and the abuse of alcohol. Some of the more common problems are cited below:

Marijuana—Use can lead to an increase in heart rate up to 50%, a sense of euphoria, acute anxiety and tremendous mood swings. There is a potential for long term physical and psychological damage.

Cocaine—Use can affect the brain in seconds and result in heart or respiratory failure.

Crack—Use can lead to an intense high within seconds, deep depression, and an intense dependency in a short time.

Amphetamines—Use increase heart and breathing rates, raises blood pressure while often causing blurred vision, dizziness, lack of sleep and anxiety. Body chemistry is upset and can lead to long term physical problems.

Alcohol—Use can lead to a feeling of confidence and control. Liver, brain, heart and stomach destruction goes on even without apparent symptoms. Use for a period of time often causes dependency and may be fatal.

4. There is help available to our students and employees. Milan Institute of Cosmetology offers a confidential referral program for employees and students. Further information is available in the school administrative office and in the Drug Awareness section of this publication.

5. Any student or employee who is a drug or alcohol offender will have disciplinary action imposed by the school. These sanctions may include any or all of the following:

- Mandated treatment for problem.
- Mandated attendance at local treatment center.
- Mandated completion of a drug rehabilitation program.
- Mandated probation period not to exceed one month.
- Expulsion from school or discharge from employment.

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### **ACADEMIC INFORMATION**

#### **PROGRAM MEASUREMENT**

An academic year is equivalent to 900 clock hours and is a minimum of 26 weeks or 36 quarter credits and is a minimum of 30 weeks in length. One quarter credit unit is equal to twenty-five (25) clock hours. Each program is defined by its individual academic requirements, which are listed in the course description section of this catalog.

#### **LEARNING RESOURCES**

Cosmetology students follow Milady's curriculum. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these materials.

#### **FORMAT**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The programs are presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the programs.

#### **EQUIPMENT**

All of Milan Institute of Cosmetology's students work with equipment applicable to the competencies required of their program such as; shampoo bowls and chairs, dryers, thermal hair straighteners, mannequins, manicure stations with chairs, facial chairs, various facial machines, manicure heater, paraffin wax heater, wax machine, pedicure tub and other equipment commonly found in salons and other locations where these services are performed. Classroom computers, LCD projector and screen and marker boards are also utilized.

#### **EXPENDABLE SUPPLIES**

The school furnishes all expendable supplies used by the student for training. No outside product is allowed on campus to work on clients, mannequins, or self.

#### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Academic Progress ("SAP") is a requirement for all Milan Institute of Cosmetology students. Students receiving funds under any Federal Title IV financial aid assistance programs must maintain satisfactory academic progress in order to continue eligibility for such funds. Progress is measured in terms of both attendance and course work. The SAP policy is provided to students prior to enrollment.

All students are evaluated for Satisfactory Academic Progress at the end of the first payment period or midpoint of the program or academic year, and at the end of the program or academic year. An academic year in a clock hour program is a minimum of 900 clock hours AND 26 weeks. A week is considered any seven-day period from Sunday through Saturday in which at least one schedule class day occurs.

Milan Institute of Cosmetology uses the following payment period completion points to evaluate satisfactory academic progress:



### **Cosmetology Program Day (30 hours per week)**

450 scheduled hours and 15 weeks

900 scheduled hours and 30 weeks

1250 scheduled hours and 12 weeks from start of 2<sup>nd</sup> academic year- (must meet 350 scheduled hours and 12 weeks in payment period)

1600 scheduled hours and 54 weeks

### **Clock Hour Program**

The student's academic progress is evaluated at the point the student is scheduled to complete the required clock hours and scheduled weeks for that payment period. Students must maintain (1) an accumulative grade point average of 2.0, and (2) an attendance rate of 67% of the scheduled hours.

To successfully complete a program, the student must complete 100% of the program requirements within no more than 150% of the program length, measured in scheduled hours.

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory progress until the next scheduled evaluation.

If a student is granted credit for previous training or experience, the granted courses will not be assigned a letter grade, but will be recorded with a grade of "pass", which will not count towards the student's grade point average calculation and will not affect the grade point average element of satisfactory academic progress. Transfer hours are included as completed hours for purposes of measuring rate of progress.

Transfer hours are accepted toward completion of a student's program as both hours attempted and hours completed for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on scheduled contracted hours at the institution

### **Grading**

To assess the qualitative measure of academic progress, students are assigned theory study and a minimum number of practical performances. 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. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following four-point scale which is also used to determine academic standing:

90 - 100% =	A =	4.0
80 - 89% =	B =	3.0
70 - 79% =	C =	2.0
60 - 69% =	D =	1.0
Below 60% =	F =	0.0

### **Non-credit Remedial Courses**

Non-credit remedial courses have no effect upon the institution's satisfactory academic progress standards as no such courses are offered at NACCAS accredited schools.



### **Institutional Withdrawal**

Withdrawing from the institution has no effect upon the student's satisfactory academic progress.

### **Consequences of Failure to Meet Satisfactory Academic Progress Standards**

A student failing to meet the minimum satisfactory progress listed above will be placed on a *Financial Aid Warning* for one evaluation period with the opportunity to meet minimum standards. If at the end of this *Financial Aid Warning* period the student has not satisfied the minimum requirements as outlined, the student will lose their eligibility for financial aid. To regain financial aid eligibility after this point, the student must make an appeal. After a successful appeal, the student will be placed on *SAP Probation* status for one evaluation period as long as satisfactory academic progress standards can be met by the end of the subsequent evaluation period. If the student fails to meet the terms of the *SAP Probation* the student will lose financial aid eligibility permanently for program of enrollment.

While on a *Financial Aid Warning* or *SAP Probation* the student remains eligible for financial aid.

If it is determined at the time of evaluation that the student is not attending at a pace to complete the program within the established 150% maximum time frame, or the student actually exceeds the maximum time frame, the student will become Financial Aid Ineligible and will be dropped from the program.

Students are notified in writing of satisfactory academic progress evaluation results. If students are failing to meet standards, a *Financial Aid Warning* or *SAP Probation* notice must be signed by the student confirming receipt. Students meeting progress will be notified of the results in writing with no confirmation signature required. A copy of all notification is maintained in the student file.

**Leave of Absence / Temporary Interruptions** – For students returning from an approved leave of absence, their contract period and maximum time frame will be extended by the same number of days taken in the leave of absence. Reasonable provisions will be provided for LOAs or other temporary interruptions, such as academic advising or review of material when resuming training.

**SAP Re-Entry** - Students who have violated FA Probation and have been dismissed shall not be readmitted to the same program if they have exceeded, or may exceed, MTF until they re-establish appropriate SAP standing (e.g., transfer credits, as appropriate).

### **Appeal Procedure**

A student who loses aid eligibility due to failure to maintain satisfactory academic progress may appeal the status. The student must submit a written appeal of the dismissal within one week of the date the school took action. The appeal should be addressed to the School Director. The reasons for which a student may appeal include death of a relative, an injury or illness of the student, death in the family, etc. Supporting documentation must accompany the written appeal. For example, an appeal based on illness of the student should include applicable medical documentation. After successful appeal, with an academic plan, the student will be placed on *SAP Probation* for the following evaluation/payment period. The student must be at satisfactory academic progress at the end of the probationary period or financial aid eligibility will be terminated.

The student's appeal must address the following:

- The basis for the appeal – description of the special circumstances and;
- The reason why the student failed to meet the SAP standard(s) and;
- What has changed in the student's situation so that he or she will now be able to meet SAP standards.

The student's written appeal and the documented results as determined by the institution are retained in the student file.

### **Re-enrollment/Re-entrance**

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same progress status as when they left.

### **Leave of Absence - Cosmetology Programs**

Milan Institute of Cosmetology permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, that there is a reasonable expectation that the student will return, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), temporary disability, medical reasons, or other reasons such that the campus determines that an LOA is in the student's best interest. A student may take multiple leaves of absence as long as the total leaves of absence do not exceed 180 days during any 12-month period.

However, an LOA will not be granted for any of the following reasons:

- The courses that the student needs are not available;
- The courses that the student needs are available, but the student declines to take them;
- An externship/internship site is not available for the student;
- A student is unable to pay tuition;
- The student is failing a course(s); or
- To delay the return of unearned federal funds.

Students requesting an LOA must submit a signed and completed Leave of Absence Request Form prior to the beginning date of the leave. If circumstances of an unusual nature that are not likely to recur prevent the student from submitting the request in advance, the leave may still be granted, but only if:

- The school documents the unforeseen circumstances and the Education Leader, Dean or Director determines that these circumstances meet the exception requirements (i.e., "of an unusual nature and not likely to recur"), for example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the LOA in advance, and
- The student submits a signed and completed Leave of Absence Request Form. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.

Students granted an LOA that meets these criteria are not considered to have withdrawn, and no refund calculation is required at that time.

### **Re-Admission Following a Leave of Absence**

- Upon return from leave, the student will be required to repeat the modules or class, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module or class from which the student took leave or for students returning from a leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a class or module.
- When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

A student's contract period will be extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

### **Extension of Leave of Absence**

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Dean, Education Leader or Director provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave.
- Appropriate modules or classes required for completion of the program will be available to the student on the date of return. If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

### **Return from a Leave of Absence**

A student must return from a LOA on or prior to the scheduled date of return. Students in modular based programs may return prior to the scheduled return date as long as they return on the first day of any appropriate module.

### **Failure to Return from a Leave of Absence**

If the student does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student's last day of attendance (LDA) for purposes of calculating a refund. A Title IV refund calculation will be completed using the last date of attendance prior to the start of the LOA.

### **Possible Effects of Leave of Absence**

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module or class required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered
- Financial aid may be affected
- The LOA could also affect the student's:
  - Loan repayment terms, including the exhaustion of some or all of the student's grace period
  - Rate of progress
  - Maximum time frame for completion

## **ATTENDANCE POLICY**

Attendance is valued and expected. Students are expected to arrive for classes at the scheduled time and remain on task until their scheduled departure time. Student performance and punctuality are important components of dependability and directly relate to employment options in the business world. To ensure the commitment to student success, Milan Institute of Cosmetology expects that attendance be taken in all classes, starting with the first day of the class.

Milan Institute of Cosmetology recognizes the correlation between attendance within the program of study and success defined as student achievement. Absences prevent students from receiving essential academic information, disrupt orderly course progress, and diminish the quality of group interaction in class. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. Class attendance is monitored beginning with the first class meeting, and students are expected to attend all class sessions for which they are scheduled. It is the responsibility of the student to arrange to make up of any course work missed and to notify the instructor when an absence will occur. Milan Institute of Cosmetology does not differentiate between excused and unexcused absences. Students are expected to call in if absent, for courtesy and responsibility, as if they were in the work environment.

### **ACADEMIC ADVISING POLICY**

Any students falling below Satisfactory Academic Progress (SAP) at mid-point and end of contracted program will be advised of their academic and attendance standing by a designated school official. Students who are not meeting minimum expectations will be provided SAP notification and an Academic Plan to provide guidance on improving standing to achieve completion. The student portal is available to all students to check standing as needed. Instructors encourage students to utilize their portal. See SAP policy for additional information

Student's strengths and areas requiring improvement are identified and plans for improvement are discussed during the advising to provide a student the opportunity to achieve expectations. When professional assistance is needed students are provided contact information for those community resources (also posted on the Student Intranet page). Documentation will be signed by both the school official and the student. The signed documentation will be retained in the student's official academic file located in the Student Information System.

### **MAKE-UP WORK**

The school establishes well defined practical and theory course requirements for graduation. Due to the fact that the course is taught to adult students who have many other life responsibilities and who cannot attend class 100% of the scheduled time in most cases, the school has set forth a reasonable policy for making up missed tests or failed tests by re-taking tests to achieve a satisfactory score. Students must pass exams at 70% or higher to be eligible for completion.

Students who have failed or missed an exam, are encouraged to make up the exam as soon as possible during the designated make up exam session facilitated by a campus education official. Students must complete an outline of the chapter or similar assignment prior to making up the test to ensure the student has reviewed the chapter. All tests are similar to State Board format – no notes or open book allowed. Students will take the makeup test in a designated classroom or office with an education official proctoring the exam.

### **GRADUATION REQUIREMENTS**

Upon successful completion of the program students may be eligible to sit for the State licensing exam. Students in all programs must complete all subjects outlined in their designated program with no grade under 70% in any subject to be eligible for graduation. All students are required to pass the school's final examination with a grade of not less than 70% on both practical and written exams prior to graduation. Students who are in good standing with their financial obligations to the school will receive their Certificate of Completion and transcript.

### **VERIFICATION OF ATTENDANCE/TRANSCRIPTS**

Graduates requiring official verification of attendance or transcripts to be sent to other educational institutions must submit such a request in writing. Allow 30 days for the verification of attendance or the transcript to be sent. A complete academic transcript and certificate of completion will not be sent if a student has not met his/her financial obligations with Milan Institute of Cosmetology.

## **LICENSURE EXAMINATION**

Examination for licensure shall consist of both a practical and written examination for each of these principles. The written examination is endorsed by the National Interstate Council of State Boards of Cosmetology (NIC). The practical examination will be the NIC examination specific to the discipline for which licensure is sought. A minimum score of 75% is required to pass the practical and written examinations.

Failure to appear for an examination, unless approved by the board, shall cause an immediate forfeiture of the application fee. Applicant has the responsibility to apply and pay the fee for a Re- Exam date within 1 year of the original scheduled test date.

## **FAILURE TO PASS LICENSURE EXAMINATION**

Applicants who fail to pass an examination have the opportunity and responsibility to apply and pay the fee for a Re- Exam date within 1 year of the original scheduled test date. If the Applicant does not pass both the practical and written portion within 1 year of the original scheduled exam- both portions of the exam will need to be retaken.

Failure to appear for an examination, unless approved by the board, shall cause an immediate forfeiture of the application fee. Applicant has the opportunity and responsibility to apply and pay the fee for a Re- Exam date.

## **LICENSING REQUIREMENTS**

The general requirements for obtaining a cosmetology license are that all applicants must:

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

*(Amended by Stats. 2003, Ch. 788, Sec. 14. Effective January 1, 2004.)*

## **REFUSAL, REVOCATION OR SUSPENSION OF REGISTRATION OF LICENSE**

The board may either refuse to issue or renew, or may suspend or revoke, any registration or license for any one (1) of the following causes:

- (1) Conviction of a felony evidenced by a certified copy of the record of the court of conviction;
- (2) Malpractice or in competency;
- (3) Continued practice by a person knowingly having an infectious or contagious disease;
- (4) Advertising by means of knowingly false or deceptive statements;
- (5) Habitual intoxication or addiction to the use of morphine, cocaine, or other habit-forming drugs;
- (6) Immoral or unprofessional conduct;
  
- (7) Where the application is fraudulently made or the registration or license fraudulently obtained;
- (8) The violation of any of the provisions of this chapter, or rules adopted pursuant thereto.

## **VETERANS AND ELIGIBLE PERSONS RECEIVING EDUCATIONAL BENEFITS**

In addition to the standard policies in this catalog, the following applies to veterans and eligible persons receiving education benefits. Refer to the appropriate sections of this catalog for complete Transfer of Credit Policy, Satisfactory Academic Progress, and Attendance policies.

### **Transfer of Credit Policy**

During the enrollment process, incoming veterans and eligible persons are required notify their admissions representative regarding their previous coursework and experience. Veterans and eligible persons are required to request a credit for previous coursework or experiential training for any program offered by the school. The institution will evaluate all previous education and training and grant credit when appropriate. Credits allowed will be recorded on the enrollment record and the length of the program shortened proportionately. The student shall be notified, with record of the evaluation and supporting transcripts being kept of this process. Each student must provide the school with (1) an official transcript with all previous postsecondary education and training and (2) the student's military discharge document DD-214 form prior to enrollment. Students should refer to the "Transfer of Credit" portion of this catalog for more detailed information specific to their program.

### **Satisfactory Academic Progress**

As with regular students, when progress of a student is unsatisfactory for an evaluation period, the student will be placed on financial aid warning. If, however, during the next progress period the student's progress is still unsatisfactory, the student's VA benefits will be interrupted and the Department of Veterans Affairs will be notified immediately. Students will only receive VA benefits, based on their eligibility, for the published length (100%) of the program. Students should refer to the "Satisfactory Academic Progress Policy" portion of this catalog for more detailed information specific to their program.

### **Academic Advising**

This section is the same for all students. See the appropriate catalog section for more information.

### **Attendance Advising**

This section is the same for all students. See the appropriate catalog section for more information.

### **Leave of Absence**

Students receiving veterans' educational benefits will be reported to the Department of Veterans Affairs upon taking a leave of absence. They may be re-enrolled for educational benefits upon return to class.

**PROGRAM TITLE:** COSMETOLOGY

1600 hours

**PROGRAM DESCRIPTION:**

The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field. All classes are taught in English. The course is divided into – Phase 1 and Phase 2. Phase 1 is 360 hours taught in a minimum of 12 weeks. During Phase 2, students will be scheduled for both State Board preparation and continued student salon floor practice.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**PROGRAM TEXTS:**

- **Frangie, Catherine M. (2012) Milady's Standard: Cosmetology**, 2012 ed., Cengage Publishing, ISBN-10: 1-4390-5930-6
- **Milady's Standard: Cosmetology – Haircoloring and Chemical Texture Services** (Jan. 2012) 2<sup>nd</sup> Ed., Cengage Publishing, ISBN-10: 1439058946
- **Milady's Standard: Cosmetology – Haircutting** (Jan 2012), 2<sup>nd</sup> ed., Cengage Publishing, ISBN-10: 1439058962
- **Milady's Student Reference for Anatomy & Physiology** (Aug 2011) 2<sup>nd</sup> ed., Cengage Publishing, ISBN-10: 1111642117
- **Milady's Standard: Cosmetology- Online Licensing Preparation Access Code**, (2011) Cengage Publishing, ISBN: 1418073849

**REFERENCE MATERIALS:**

*In the Bag, Playing it Safe, Waxing Made Easy, Professional Men's Services: Haircutting, Step by Step Make up Videos, Art of Dressing Long Hair, Braids and Updo's Made Easy, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Microdermabrasion, Peels and Peeling Agents, Nail Structure and Product Chemistry, Art of African Hair Design, Nail Questions and Answers Book, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources.*

**METHODS OF PRESENTATION:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass written finals at the end of Phase 1, at mid-term and the end of Phase 2. Practical Skills will be tested with a Practical Exam at the completion of Phase One Training, at mid-point and at the completion of approximately 1550 hours or more in Phase 2.

**EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study with a written assessment on-ground. Practical assignments are evaluated as completed and E-1a, Rev 10-31-17



counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

### GRADING SYSTEM:

#### WRITTEN AND PRACTICAL

90% - 100%	=	A
80% - 89%	=	B
70% - 79%	=	C*
60% - 69%	=	D
Below 60%	=	F

**BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and/or written) must be passed with 70% or higher to graduate

### KNOWLEDGE AND SKILL OBJECTIVES:

#### HOURS

#### Technical Instruction Training in Hair Dressing

- 25 **PROFESSIONAL DEVELOPMENT:** Orientation, School Rules and Regulations, Professional and Personal Development, Professional Ethics, Professional Image, Personality Development, Life Skills, Communication Skills
- 65 **HAIRSTYLING:** Hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, other hair treatments, handling of implements used, molding arches and lines, fingerwaves, pin curls, stems & bases, roller curls stems and bases, comb-out techniques, style patterns and artistry in hairstyling, hair analysis, straightening, waving, curling with hot combs, curling irons, blow dry styling, press and curl, product knowledge and safety precautions.
- 40 **PERMANENT WAVING and CHEMICAL STRAIGHTENING:** Scalp & hair analysis, principal actions in chemical and heat perm waving, curling rods, procedures normal, tinted, bleached, problem hair, chemistry of relaxers, use of sodium hydroxide and other base solutions, conditioners, record cards/release statements, product knowledge and safety precautions.
- 60 **HAIRCUTTING:** Hair analysis, use of razor, scissors, electric clippers, thinning shears.
- 60 **HAIRCOLORING and BLEACHING:** Classifications, hair analysis, predisposition test, safety precautions, formula mixing, tinting, bleaching, dye removers, product knowledge, record cards/release statements and safety precautions
- 35 **SALON BUSINESS:** Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Taxes, Telephone Use, Advertising, Sales, Public/Human Relations, Employee and Client Relationships, Business Administration, Seeking Employment, Job Readiness, Salesmanship, Insurance
- 5 **MISCELLENEOUS:** To be applied by the Instructor to strengthen student performance, supervised field trips, and related training.

#### Technical Instruction in Health and Safety

- 40 **STATE LAW:** Barbering and Cosmetology Act, Boards Rules and Regulations



- 30 **CHEMISTRY:** Chemical composition and purpose of cosmetic, nail, hair and skin care preparations; chemical makeup, chemical skin peels, physical and chemical changes of matter, pH and pH scale.
- 45 **HEALTH/SAFETY/HAZARDOUS SUBSTANCES:** Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics and communicable diseases including HIV/AIDS, Hepatitis B, and staph.
- 15 **ELECTRICITY:** Nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.
- 20 **DISINFECTION AND SANITATION:** Procedures to protect the health and safety of the consumer as well as the technician. Disinfecting instruments and equipment will be emphasized throughout training.
- 40 **ANATOMY/PHYSIOLOGY/BACTERIOLOGY**
- 10 **MISCELLENEOUS:** To be applied by the Instructor to strengthen student performance and related training.

### Technical Instruction in Esthetics

- 10 **PROFESSIONAL DEVELOPMENT:** Orientation, School Rules and Regulations, Professional and Personal Development, Professional Ethics, Professional Image, Personality Development, Life Skills, Communication Skills
- 25 **FACIALS:** Manual including cleansing, scientific manipulations, packs and masks; Electrical including the use of electrical modalities, dermal lights, electrical apparatus; Chemical including chemical skin peels, packs, masks and scrubs.
- 25 **EYEBROW BEAUTIFICATION (HAIR REMOVAL) and MAKE UP:** Skin analysis, complete and corrective makeup, false eyelash application, use of wax, tweezers, electric or manual and depilatories for removal of superfluous hair.
- 10 **SALON BUSINESS:** Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Taxes, Telephone Use, Advertising, Sales, Public/Human Relations, Employee and Client Relationships, Business Administration, Seeking Employment, Job Readiness, Salesmanship, Insurance
- 5 **MISCELLENEOUS:** To be applied by the Instructor to strengthen student performance, supervised field trips, and related training.

### Technical Instruction in Manicuring and Pedicuring

- 10 **PROFESSIONAL DEVELOPMENT:** Orientation, School Rules and Regulations, Professional and Personal Development, Professional Ethics, Professional Image, Personality Development, Life Skills, Communication Skills
- 20 **MANICURING/PEDICURING:** Water and oil manicure, nail analysis, hand and arm massage, complete pedicure, nail analysis, hand and arm massage.
- 25 **ARTIFICIAL NAILS:** Acrylic, liquid, powder, nail tips, nail wraps and repairs
- 5 **SALON BUSINESS:** Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Taxes, Telephone Use, Advertising, Sales, Public/Human Relations, Employee and Client Relationships, Business Administration, Seeking Employment, Job Readiness, Salesmanship, Insurance
- 5 **MISCELLENEOUS:** To be applied by the Instructor to strengthen student performance, supervised field trips, and related training.

**PRACTICAL INSTRUCTION HOURS**

- 3**      **PROFESSIONAL DEVELOPMENT:** Orientation, School rules and regulations, professional and personal development, professional ethics, professional image, personality development, life skills, communication skills, etc.
- 6**      **DISINFECTION AND SANITATION:** The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria.
- 188**    **WET HAIRSTYLING/SHAMPOOING:** Handling of implements used, molding arches and lines, fingerwaves, pin curls, stems & bases, roller curls stems and bases, style patterns artistry in hairstyling, comb-out techniques, product knowledge and safety precautions.
- 125**    **THERMAL HAIRSTYLING** Handling of implements used, style patterns artistry in hairstyling, hair analysis, straightening, waving, curling with hot combs, curling irons, blow dry styling,
- 20**    **THERMAL HAIRSTYLING: PRESS & CURL.** Press and curl, product knowledge and safety precautions.
- 120**    **PERMANENT WAVING:** Scalp & hair analysis, principal actions in chemical and heat perm waving, curling rods, procedures normal, tinted, bleached, problem hair, record cards/release statements, product knowledge and safety precautions.
- 37**    **CHEMICAL STRAIGHTENING:** Classifications, analysis of hair, chemistry of relaxers, use of sodium hydroxide and other base solutions, conditioners, product knowledge, record cards/release statements and safety precautions
- 150**    **HAIRCUTTING:** Hair analysis, use of razor, scissors, electric clippers, thinning shears.
- 112**    **HAIRCOLORING:** Classifications, hair analysis, predisposition test, safety precautions, formula mixing, tinting, bleaching, dye removers, product knowledge, record cards/release statements and safety precautions
- 38**    **HAIR LIGHTENING:** Bleaching, highlights, foil weaves.
- 10**    **SCALP AND HAIR TREATMENTS:** Hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, other hair treatments.
- 50**    **FACIALS**  
           **MANUAL FACIALS:** Manual including cleansing, scientific manipulations, packs and masks;  
           **ELECTRIC FACIALS:** Electrical including the use of electrical modalities, dermal lights, electrical apparatus  
           **CHEMICAL FACIALS:** Chemical including chemical skin peels, packs, masks and scrubs.
- 10**    **EYE BEAUTIFICATION (HAIR REMOVAL):** Use of wax, tweezers, electric or manual and depilatories for removal of superfluous hair.
- 10**    **MAKEUP:** Skin analysis, complete and corrective makeup, false eyelash application.
- 25**    **MANICURING:** Water and oil manicure, nail analysis, hand and arm massage, nail analysis, nail art.
- 20**    **PEDICURING:** Complete pedicure, including nail analysis and foot and ankle massage.
- 7**    **ACRYLIC NAILS:** Includes acrylic, liquid, powder,
- 8**    **ARTIFICIAL NAIL TIPS:** Includes nail tips
- 10**    **NAIL WRAPS:** Includes nail wraps and repairs
- 17**    **CLIENT COMMUNICATION:** Client education, client referrals, service recommendations, demonstrating exceptional customer service, re-booking clients, etc.
- 4**    **SALON BUSINESS:** Evaluation of business administration performance including reception procedures, inventory, telephone techniques, salon business projects, salon field trip reports.

**1600 TOTAL HOURS**

**Milan Institute of Cosmetology**  
**INSERT II-Schedule of Tuition/Costs**  
**All courses are taught at 934 Missouri Street, Fairfield, CA 94533**

Day Program	Effective Date	Student Tuition Recovery Fund (STRF)	Tuition 1st Academic Year*	Tuition 2nd Academic Year*	Total Tuition**	TOTAL COST***
<b>Cosmetology</b> 1600 Hours	11/1/2018	\$0.00	\$9,337.50	\$7,262.50	\$16,600.00	<b>\$16,600.00</b>

\* Total charges for a period of attendance    \*\* Total tuition charges for the entire educational program

\*\*\* Total of all charges for the entire educational program

**Additional Cost Disclosures:**

**Book Costs** - Books, materials and supplies are provided to students and are included in the program cost.

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

*It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.*

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

# CATALOG STAFF INSERT I

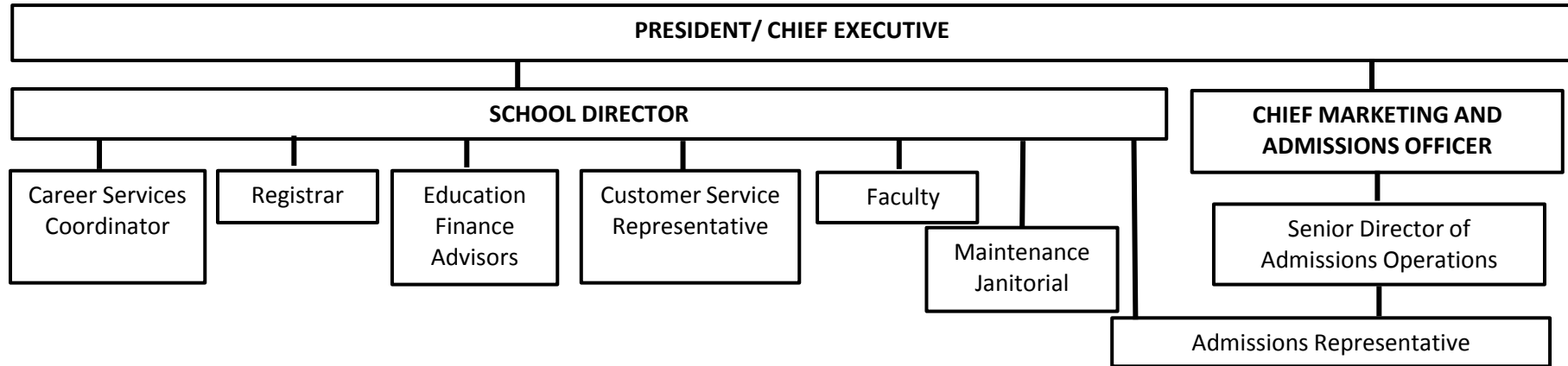
Milan Institute of Cosmetology  
 934 Missouri Street  
 Fairfield, CA 94533

Effective: January 2018

P: (707) 425-2288

(707) 425-6876

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



## Administration

President/Chief Executive Officer	Gary Yasuda	Senior Director of Admissions – Mgt	Roger Moore
VP of FA and Regulatory Affairs	Linda Buchanan	Senior Director of Admissions – Ops	Carla Larson
Chief Mktg & Admissions Officer	Fred Carini	Director of Education	Jean Rydahl

## Campus Administration

School Director/ Education Leader	Melinda Snipes	Customer Service Specialist	Chastine Barni
Admissions Advisor	Darla Snoke	Customer Service Specialist	Open
Education Finance Advisor	Open	Registrar	Darla Snoke
Career Services Coordinator	Melinda Snipes	Maintenance/Janitorial	Joshua Snipes-Green

## Faculty

### **Cosmetology Program**

Instructor	Enovy Johnson	17 years in Cosmetology Field, 8 years instructing.
Instructor	Rylee DeWitt	3 years in Cosmetology Field

### **Part Time**

Instructor-Sub	Melinda Snipes
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# INSERT III - Start Calendar and Student Holiday Calendar

**MILAN INSTITUTE OF COSMETOLOGY**

Effective: January 2018

**934 Missouri Street, Fairfield, CA 94533**

Business Hours

**P: (707) 425-2288**

**F: (707) 429-8342**

Monday-Friday 9:00am-3:30pm

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

## CLASS START CALENDAR

2017	Cosmetology- Day
	<b>(Mon-Fri 6 hr Days)</b>
January	1/29/2018
February	2/12/2018
March	3/12/2018
April	4/23/2018
May	5/7/2018
June	6/19/2017
July	7/23/2018
August	8/6/2018
September	9/4/2018
October	10/15/2018
November	11/26/2018
December	12/10/2018

## STUDENT HOLIDAY CALENDAR

<b>2018 STUDENT HOLIDAY CALENDAR</b>	
New Year's Day - CLOSED	1/1/2018
Martin Luther King, Jr. Day - CLOSED	1/15/2018
President's Day - CLOSED	2/19/2018
Memorial Day - CLOSED	5/28/2018
Summer Break (Student unscheduled)	7/02/2018-7/07/2018
Independence Day - CLOSED	7/4/2018
Labor Day - CLOSED	9/3/2018
Thanksgiving - CLOSED	11/22/2018-11/25/2018
Winter Break - (students unscheduled)	12/24/2018-12/31/2018
Christmas Day - CLOSED	12/25/2018



**08/2017**

# LETTER FROM THE PRESIDENT

## Welcome to



## In La Quinta!

If your goal is to receive quality education and training in your chosen career, then Milan Institute of Cosmetology furthermore also known as Milan Institute, or Milan, is here to assist you. Our primary objective is to provide the education, training and career assistance that you will need to succeed in your new field.

Our faculty members offer academic credentials with many years of training and work experience in their areas of specialization. Our administrative staff is committed to providing the individual attention every student needs. Most importantly, our team has the enthusiasm to motivate our students to increase their knowledge, skill level and employability.

We invite you to make an appointment to visit our campus and talk to one of our Admissions Advisors. We are confident that Milan Institute of Cosmetology offers the training you need to reach your career goals.

Our reputation is based on your success.

A handwritten signature in black ink that reads "Gary Yasuda".

Gary Yasuda, President  
Amarillo College of Hairdressing, Inc. d/b/a Milan Institute / Milan Institute of Cosmetology

### Catalog Campus

Milan Institute of Cosmetology  
Branch Campus  
78900 Highway 111  
La Quinta, CA 92253  
(760) 771-5520

***The program(s) listed in this catalog apply to only this campus. Please refer to the catalog designated for a particular campus for programs offered at other locations.***

### Additional Locations

Milan Institute of Cosmetology  
Branch Campus  
4020 Keitzke Ln.  
Reno, NV 89502  
(775) 784-7171

Milan Institute of Cosmetology  
Main Campus & Extension Campus  
3238 S. Fairway 3356 S. Fairway  
Visalia, CA 93277  
(559) 730-5350

Milan Institute of Cosmetology  
Branch Campus  
505 SW Military Drive  
San Antonio, TX 78221  
(210) 922-5900

Milan Institute of Cosmetology  
Branch Campus  
934 Missouri Street  
Fairfield, CA 94533  
(707) 425-2288

Milan Institute of Cosmetology  
Branch Campus  
2400 27th Avenue  
Amarillo, TX 79103  
(806) 349-4100

Milan Institute of Cosmetology  
Branch Campus  
George Dieter #207  
El Paso, TX 79936  
(915) 857-4444

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



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- Insert II          Schedule of Tuition/Costs
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## STUDENT CATALOG NOTICE

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.

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 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov) toll-free telephone number (888) 370-7589 or by fax (916) 263-1897

### Effective August 2017 – August 2018

The information in this catalog is true and correct to the best of my knowledge.



Gary Yasuda, President  
Amarillo College of Hairdressing, Inc.  
d/b/a Milan Institute of Cosmetology

## **ABOUT MILAN INSTITUTE OF COSMETOLOGY**

### **AN INVESTMENT IN BEAUTY PAYS**

If you want a career in cosmetology, this is the right choice for you. The exciting, ever changing world of cosmetology will always be a source of professional and financial rewards. The outlook for the profession has never been better, with women today striving to achieve the “Total Look,” and more men are taking advantage of the salon scene and benefiting from style cuts, perms, manicures, and color. The work of the Cosmetology practitioner and Esthetician, is challenging and very rewarding, with a very high income potential that can soon place you at a professional earning level. Since most salons pay on a commission basis, there is no ceiling on income in the cosmetology profession. Management presents even greater challenges, and salon ownership offers a sense of pride that every small business owner enjoys.

Choosing a lifetime career is one of the most important decisions you will ever make. To find out more about a career in cosmetology, how to become a part of this exciting profession and other information about Milan Institute of Cosmetology, please read this catalog carefully.

### **MISSION STATEMENT**

The mission of Milan Institute is to meet the needs of students and employers by offering quality, short-term educational programs in career fields with solid growth potential

### **PHILOSOPHY AND OBJECTIVES**

Milan Institute recognizes that people attend college for a variety of reasons—from increasing their knowledge to enhancing their skills and employability. The principal objective of Milan Institute of Cosmetology is to promote a high level of distinction in its faculty, students, and educational programs. Only through quality training will the school produce graduates of all courses who will not only be successful, but will also be of service to their community. The course of study and activities are designed to provide a solid foundation from which our graduates may take advantage of the many opportunities available in the world of cosmetology and the corresponding specialty fields. We understand our obligation to our students, alumni, and community, and constantly seek more effective ways to meet these commitments.

### **HISTORY**

**May 1968:** Jess Prince purchased Amarillo College of Hairdressing.

**May 1988:** Amarillo College of Hairdressing moved to its current location at 2400 Southeast 27th Avenue, Amarillo, TX 79103. Mr. Prince was president of the Texas Association of Cosmetology Schools. He was a salon owner for 27 years and a school owner for 32 years.

**1993:** Robert and Mary Fikes opened Fikes Beauty Academy located at 8004 Crosscreek, San Antonio, TX 78218.

**1996:** Bich-Ha, Luan Nguyen, Ann Vasquez, and Rosie Vasquez-Moncada opened Texas Beauty College on Loop 410 in San Antonio, TX.

**November 1999:** Michael and Linda Gore purchased Everett Beauty Academy.

**January 2002:** Gary Yasuda and James M. Yasuda purchased Amarillo College of Hairdressing, Inc. from Mr. Prince. The Yasudas own and operate private postsecondary schools in Texas, Idaho, Washington, Nevada, and California. The Yasudas changed the school name from Amarillo College of Hairdressing to Amarillo College of Beauty.

**November 2003:** Amarillo College of Hairdressing, Inc. purchased Fikes Beauty Academy as a main campus.

**November 2003:** Amarillo College of Hairdressing, Inc. changed the school name from Fikes Beauty Academy to Texas Beauty College.

**January 2004:** Amarillo College of Hairdressing, Inc. purchased Texas Beauty College on Loop 410 in San Antonio, TX as a main campus.

**January 2005:** Amarillo College of Hairdressing, Inc. purchased Everett Beauty Academy as a main campus.

**March 2005:** Amarillo College of Hairdressing, Inc. changed the school name from Texas Beauty College located on Loop 410 in San Antonio, TX to Milan Institute of Cosmetology.

**March 2005:** Amarillo College of Hairdressing, Inc. changed the school name from Everett Beauty Academy to Milan Institute of Cosmetology.

**March 2005:** Texas Beauty College moved from 8004 Crosscreek to its location at 5403 A Walzem Rd., San Antonio, TX 78218.

**March 2005:** Amarillo College of Hairdressing, Inc. changed the school names from Amarillo College of Beauty and Texas Beauty College located on 5403 Walzem Rd., San Antonio, TX 78218 to Milan Institute of Cosmetology.

**December 2005:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 731 A West Shaw Avenue, Clovis, CA 93612.

**October 2006:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 605 SW Military Drive, San Antonio, TX 78221.

**May 2007:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received BPPVE approval to operate campuses located at 934 Missouri Street, Fairfield, CA 94533 and 3328 S. Fairway, Visalia, CA 93277.

**August 2007:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received BBC approval to operate the campus located at 934 Missouri Street, Fairfield, CA 94533 and the campus opened.

**December 2007:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received NACCAS approval for the school located at 934 Missouri Street, Fairfield, CA 94533.

**April 2008:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received NACCAS approval for the school located at 3238 Fairway Street, Visalia, CA 93277.

**April 2008:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 1050 Matley Lane, Reno, NV 89502.

**September 2008:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 2150 John Glenn Drive, Concord, CA 94520.

**January 2009:** James Yasuda, O.D. retired from Amarillo College of Hairdressing, Inc.

**May 2009:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 2822 "F" Street, Bakersfield, CA 93301.

**December 2009:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 47120 Dune Palms Suites C-2, D, E, La Quinta, CA 92253.

**August 2010:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 1021 W. Hemingway, Nampa, ID 83651.

**August 2010:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 1580 George Dieter #207, El Paso, TX 79936.

**January 2012:** Golden State Business College, Inc. d/b/a Milan Institute and Academy of Court Reporting, Inc. d/b/a Milan Institute merged with Amarillo College of Hairdressing, Inc. d/b/a Milan Institute and Milan Institute of Cosmetology

**July 2013:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch at 1009 W. Hemingway, Nampa, ID 83651.

## **GOVERNING BODY**

Amarillo College of Hairdressing, Inc., a Texas Corporation and Gary Yasuda, President owns Milan Institute and Milan Institute of Cosmetology.

## **APPROVALS, ACCREDITATION & AUTHORIZATION**

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology, is licensed by the Department of Consumer Affairs:

**Department of Consumer Affairs**  
**Board of Barbering and Cosmetology (BBC)**  
P.O. Box 944226  
Sacramento, CA 94244  
(916) 445-0713

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology, is accredited by the:

**National Accrediting Commission of Career Arts and Sciences (NACCAS)**  
3015 Colvin Street  
Alexandria, VA 22314  
Phone: (703) 600-7600

## **STATE OF CALIFORNIA**

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology is a private institution with approval to operate in the State of California based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which was effective January 1, 2010. Milan Institute of Cosmetology in Visalia, Fairfield, and La Quinta, CA under Section 94890(a)(1) of CPPEA, is approved to operate by means of accreditation until January 31, 2018.

An application for renewal of approval by means of accreditation has been submitted to the Bureau for Private Postsecondary Education and is pending review.

The act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

**Bureau for Private Postsecondary Education**  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
(916) 574-7720 or (888) 370-7589  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

## **U.S. Department of Education**

Milan Institute of Cosmetology is authorized to participate in Title IV programs for student financial aid assistance per the Higher Education Act of 1965, as amended by the U.S. Department of Education.

## **SPECIALIZED PROGRAM APPROVALS**

Some programs at Milan Institute of Cosmetology in La Quinta, California may be approved for the training of Veterans and eligible persons under provisions of Title 38, United State Code. The admissions office has a list of veteran approved programs.

## **MEMBERSHIPS**

Milan Institute of Cosmetology or its faculty hold membership in the following organization:  
California Association of Private Postsecondary Schools.

## **FACULTY**

Milan Institute of Cosmetology faculty members are experienced cosmetology instructors. In addition to meeting the educational requirements for licensing, each instructor has been trained in contemporary methods of competencies and skills within the scope of their Cosmetology and/or Esthetician License. A list of our faculty members can be found in the catalog insert.

## **STUDENT RATIO**

The student/teacher ratio does not exceed thirty students in attendance per instructor.

## **ADVISORY BOARD**

The advisory board is composed of members chosen as experts in one or more specialized areas. These advisors serve as guest lecturers, perform demonstrations, judge competitions, and meet with faculty and students. Based on their years of experience as successful owners, managers, and self-employed professionals, they are an invaluable source of up-to-date information on advances in cosmetology and related specialty fields.

## **FACILITIES**

A Milan Institute of Cosmetology facility located at 78900 Highway 111. La Quinta, CA, 92253 ,consists of 8,500 square feet, including classrooms, a computer lab, esthetician lab, orientation room, dispensary, salon floor, kit storage room, administrative offices, instructor office, and a student breakroom.

## **CATALOG INSERTS**

See the inserts for current information related to the school calendar, tuition and fees, listing of staff and faculty.

## **ENGLISH ONLY**

We do not offer English as a Second Language instruction and do not require proof of English language proficiency; however, all instruction will occur in English: therefore, all students must be able to read, write, speak, understand and communicate in English at a high school level. We do admit students from countries other than the United States; however, visa services are not provided and the institution will not vouch for student status.



## **ADMISSIONS INFORMATION**

### **ADMISSIONS POLICY**

Admission into the school's Cosmetology and Esthetician Program requires the prospective student have a High School Diploma (HSD) or a General Education Diploma (GED), or for those students enrolling as Ability to Benefit students -pass the U. S. Department of Education approved ability to benefit (ATB) test. In order to receive aid as an ATB student enrolling after July 1, 2012, the student must have previously established eligibility prior to July 1, 2012. For additional information on determining previously established eligibility for aid, please visit the Financial Aid office.

A copy of the HS diploma, GED certificate, or transcripts showing high school completion and/or an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree as equivalent to a high school diploma, must be provided.

Admission into the school's Cosmetology and Esthetician Program requires the applicant to present valid government issued ID.

Admission procedures include individual advising, explanation of course descriptions, appointment with financial aid, enrollment, a tour of the campus, and orientation to the school regarding the policies, regulations and requirements for the various classes.

Upon acceptance and before entering classes, the applicant must complete an enrollment agreement. This agreement details the prospective student's and the school's obligations. The final decision to admit an applicant rests with the school's administration.

Prospective students must be beyond the age of compulsory school attendance and must be 17 years old upon completion of their program.

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same progress status as when they left.

### **SCHOOL CALENDAR**

Qualified persons may enroll on any date the school's admissions office is open. New classes begin on a regularly scheduled basis. Actual start dates for the year may be obtained by contacting the school administration.

### **ENROLLMENT AGREEMENT**

Upon acceptance and before entering classes, the applicant must complete an enrollment agreement. Prospective students under the age of 18 must have a parent or guardian sign the agreement. This agreement details the prospective student's and the school's obligations.

### **TRANSFER OF CREDIT TO MILAN INSTITUTE OF COSMETOLOGY**

Transfer students will receive credit for certified hours received from other schools or states according to state law, and their program will be shortened and tuition will be adjusted accordingly. Milan Institute of Cosmetology does not recruit students already attending or admitted to another school offering a similar program of study

### **TRANSFER OF CREDIT TO OTHER SCHOOLS**

The transferability of credits for certified hours you earn at Milan Institute of Cosmetology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion earned in the Cosmetology or Esthetician program is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of Completion 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 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 Milan Institute of Cosmetology to determine if your diploma will transfer.

Milan Institute of Cosmetology has not entered into any articulation of training agreements with other educational entities.

### 3

## **FINANCIAL INFORMATION**

Student Financial Aid is assistance which helps pay the cost of education. Funds included in this aid may be provided from several sources, including federal, state and private agencies. Most financial aid recipients receive a combination “package” comprised of more than one type of assistance program.

### **HOW TO APPLY**

To begin the process of applying for most aid programs, including grants and loans, students must first complete the Free Application for Federal Student Aid (FAFSA). This document is considered the primary resource for establishing eligibility for need-based aid at this institution. Grant aid is money that does not have to be repaid. Loan assistance includes borrowed money that will be repaid by the applicant.

### **FINANCIAL AID PROGRAMS**

The school participates in Title IV Federal Financial Assistance programs under authorization of the U.S. Department of Education, Office of Student Financial Assistance. Any student interested in obtaining Federal Aid should visit or call the financial aid office and request a Student Financial Aid Guide or visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov) to view online federal assistance publications. All consumer information that is required to be disclosed pursuant to applicable financial aid programs is provided.

Title IV assistance may include grant aid from the Federal PELL Program and/or self-help aid in the form of Direct Loans. Federal Student Loans are required by law to provide a range of flexible repayment options, including but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide. Federal Direct Loans are available to students regardless of income.

Some applicants may be selected for a process called verification. Initial notification is provided through the Student Aid Report created in response to the Free Application for Federal Student Aid (FAFSA). The verification selection may cover one or more aspects of your FAFSA information; including but not limited to, tax data, number in household, SNAP benefits, child support paid, high school completion, and identity. Be aware there are deadlines and consequences associated with this requirement. You should contact the campus Financial Aid Office for additional information and assistance, should your file be selected for verification.

### **OTHER PROGRAMS**

TFC and Universal Group Payment arrangements are considered a private loan with a fixed interest rate based on the plan you have selected. This program does not determine interest based on borrower’s credit rating.

Students have the right to research and secure additional loan options. Private loans can offer variable rates that can increase or decrease over time, depending on market conditions. Students should determine the interest rate and associated fees of a private loan prior to accepting the terms of the loan. In some cases, the interest rate on a Private Loan may depend on the borrower’s credit rating. Students should contact the lender of the private student loan or the campus Financial Aid Office with any questions or concerns regarding student loan debt.

The information provided above and in referenced materials is not a guarantee of financial assistance. Individual need and circumstance must be evaluated to determine aid program eligibility. This need will be determined with and comply by all applicable federal, state and accreditation regulations.

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 and fees, less the amount of any refund

## **METHODS OF DISBURSEMENT**

All Federal financial assistance awarded by the school is disbursed according to Federal regulations.

## **TUITION POLICY**

It is the policy of the school that all tuition and fees are due and payable on the first day of attendance. Students must make other payment arrangements in advance of the first day of class with school officials. The school accepts payments in cash, check, MasterCard and Visa. Prices are subject to change.

## **SCHOLARSHIPS**

### *Graduate Scholarship*

A graduate from Milan Institute or Milan Institute of Cosmetology is eligible for a \$1,000.00 tuition scholarship upon enrolling in a subsequent program with a minimum of 600 hours, (except for the Cosmetology Instructor program). For programs with less than 600 hours, a graduate is eligible for a \$200.00 scholarship. A graduate enrolling into a Cosmetology Instructor program is eligible for a \$500.00 tuition scholarship. This scholarship is a onetime event for graduates and is considered a discount to tuition. Discounts may not be combined.

### *Adult Learner Scholarship*

A \$500.00 Adult Learner Scholarship is available to adults that return to school and complete a high school equivalency or diploma as an adult learner. Applications may be reviewed up to 14 days prior to starting school. For start dates of less than seven (7) days in the future, applications will be reviewed on a case-by-case basis. Recipient selection is based on an application. Scholarship awards will be applied to the student's direct educational cost upon completion of their program.

Discounts may not be combined and students will receive only the best available discount, for which they qualify.

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

### **Cancellation Policy**

Milan Institute of Cosmetology advises each student that a notice of cancellation shall be in writing and that Milan Institute of Cosmetology shall refund 100 percent of the amount paid for institutional charges., if the notice of cancellation is made through attendance as of the first scheduled class session, or the seventh day after enrollment, defined by means of executing an enrollment agreement whichever is later. The enrollment agreement shall be signed by the student and by an authorized employee of the institution. If an applicant accepted by Milan Institute of Cosmetology cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid.

## **REFUND POLICY**

Institutions are required to apply State, Licensing and/or Accreditation refund policies as applicable to the location and program attended. If more than one set of regulations applies, the calculation that best benefits the student will be the refund policy adopted.

The student has the right to withdraw from a course of instruction at any time. The student is obligated to pay only for educational services rendered and for unreturned equipment. If the student withdraws from a program of instruction after the period allowed for cancellation of the agreement, as listed above in "Student's Right to Cancel" the school will remit a refund within 45 days following the student's withdrawal whether officially or unofficially.

A "fair and equitable refund" will be computed based on scheduled hours of class attendance through the last date of attendance.

Leaves of absence and school holidays will not be counted as part of the scheduled class attendance.

Books, supplies, associated taxes on said items, not included in the tuition price. All costs are itemized on the Enrollment Agreement.

#### **REFUNDS SHALL BE CALCULATED AS FOLLOWS:**

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the California 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, and is to be paid within 45 days of the determination of withdrawal.

- Milan Institute of Cosmetology is an institution that participates in the federal student financial aid programs, and, as required, Milan Institute of Cosmetology shall provide a determination of tuition charges based on a pro rata refund of tuition based upon the students' progress in their program of study up to point where the student who have completed 60 percent of the total charges for the current period of attendance.
  - 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 the student attended, or was scheduled to attend, prior to withdrawal.
  - For purposes of determining a refund under this section, 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 its catalog.
- If the student obtains equipment, as specified in the agreement as a separate charge, and returns it in good condition (equipment seal cannot be broken, log-on occurred, or is marked or damaged in any way) within 45 days following the date of your withdrawal, Milan Institute of Cosmetology shall refund the charge for the equipment paid by the student.
- If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within this 45-day period, Milan Institute of Cosmetology may offset against the refund of the documented cost to the school of the equipment.
- The student shall be liable for the amount, if any, by which the documented cost of the equipment exceeds the pro-rated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount Milan Institute of Cosmetology has charged in the contract.
- For a list of these charges, see Addendum B of the Enrollment Agreement If the amount that the student has paid is more than the amount that is owed for the time of attendance, and then a refund will be made within 45 days after the date of withdrawal.

Milan Institute of Cosmetology shall also provide a pro rata refund of non-federal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. Milan Institute of Cosmetology shall also maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellation or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.

#### **WITHDRAWAL DATE**

Withdrawal: Is the termination of an enrolled student prior to successful completion of a program. Classifications of withdrawals include but are not limited to a drop, dismissal and out-of-school transfer.

A student may officially withdraw by providing notification either orally or in writing to any school official. For purposes of an unofficial withdrawal and the date of determination for tuition refund and Return to Title IV purposes, the determination of withdrawal can be no more than 14 consecutive calendar days from the last date of attendance, except in those cases when a student fails to return from a scheduled leave. Milan Institute of Cosmetology is an institution that is required to take attendance, and, as such, is expected to have a procedure for routinely monitoring attendance of its students to determine, in a timely manner, when a student ceases to be enrolled and attending.

Milan Institute of Cosmetology states that the date of determination that the student withdrew is no later than 14 days after the student's last date of attendance as determined by its attendance records.

## **PROGRAM CANCELLATION POLICY**

If a program or course is cancelled subsequent to a student's enrollment, and before instruction in the program has begun, the school shall provide a full refund of all monies paid.

If the school closes permanently and ceases to offer instruction after students have enrolled, or if a program is cancelled after students have enrolled or instruction has begun, the school will provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school or if a student does not transfer to another school a full refund of all monies paid.

## **DELINQUENT TUITION**

The student is charged a \$10.00 late fee for payments received 10 days after the due date. Any student who is delinquent in payments to the school may be suspended or terminated from school, at the discretion of the administration, until the school receives payment or the student makes written payment arrangements acceptable to the school. If an amount is due, a payment schedule is arranged. If a student does not follow the payment guidelines, after 90 days his/her account will be turned over to the Corporation's collection agency. The student will be responsible for all costs associated with collection.

## **Return to Title IV Calculation (R2T4)**

When a student withdraws from a program, a campus is required to determine the earned and unearned portions of Title IV aid. The determination is based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds.

If the amount that the student has paid is more than the amount that the student owes for the time he/she has attended, then a refund will be made within 45 days. If a student who has received Title IV, HEA program assistance is owed a refund, the school will allocate the refund in the following order: Federal Direct Loan Program, Federal Parent Loan for Undergraduate Study (PLUS), Federal Pell Grant, any other Title IV Assistance, to student. If there is a balance due, the student is responsible for paying it.

## **TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs) and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must receive your permission before it can disburse them. You may choose to decline some or all the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school must receive your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt to the school.

There are some Title IV funds that you may have been scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled beyond the 30<sup>th</sup> day

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. In addition, you may have exhausted all or a portion of your grace period and repayment of Direct Student Loans may begin immediately.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## **ENROLLMENT TIME**

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within forty-five (45) days from the withdrawal date.



## **STUDENT INFORMATION**

### **ORIENTATION**

New students are required to attend a “*Welcome to Milan*” orientation on the class start date, prior to the start of their course material. This meeting is to welcome new students and introduce them to the school’s policies and procedures. During orientation, many topics are discussed, including: school rules, regulations, financial aid questions, state board exams, grading, attendance, theory classes, clinic floor work, satisfactory academic progress, and project completions. Students are also given the opportunity to meet instructors, school staff, and other students and to ask questions about their training programs.

### **CATALOG ADDENDUM & INSERTS**

See the catalog addendum(s) and inserts for current information related to the school calendar, tuition and fees, listing of staff and faculty, Gainful Employment disclosures, and other updates made in between printings of new catalogs.

### **CHANGES TO SCHOOL POLICIES**

To maintain an innovative approach to continuing education, Milan Institute of Cosmetology reviews its policies and curriculum periodically and makes necessary revisions.

Milan Institute of Cosmetology reserves the right to change the programs offered, start dates, tuition rates, fees, admission policies, attendance requirements, and other rules concerning the school. These changes will follow the regulations of government agencies which monitor the school.

Changes made after publication of this catalog will be added as addenda to the back of this catalog. The school expects its students to have knowledge of the information presented in this catalog and in other school publications, notices and updates.

### **STUDENT INFORMATION PORTAL**

The Student Information Portal provides students instant access to their academic information, attendance reports, student ledger, payment schedule, financial aid awards and more. The portal should be utilized to view and monitor a student’s progress throughout school. Students can access the portal at any time through the internet with a unique user ID and password inside or outside our network at <http://studentinfo.milaninstitute.edu>

### **NONDISCRIMINATION**

Milan Institute of Cosmetology does not discriminate on the basis of race, color, national origin, ethnic origin, religion, sex, disability, or age in its admission, employment, treatment, or access to programs and activities. The Campus Director is the individual designated to handle inquiries regarding non-discrimination policies and complaints of discrimination. The Campus Director maintains an office on campus. He/she may be contacted by visiting the campus or via telephone- campus contact information is provided on cover page of this publication.

For further information on notice of non-discrimination, please visit:

<http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> or call 1-800-421-3481 for the address and phone number of the office that serves your area.

### **STUDENTS WITH DISABILITIES**

Milan Institute of Cosmetology is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the programs offered by Milan Institute of Cosmetology.

Students requesting auxiliary aid and services must submit an Application for Auxiliary Aid, including supporting documentation, to the School Director. Applications must be submitted at least two weeks before classes commence, or as soon as possible. Supporting documentation must be in the form of a documented physical, medical, or psychological condition which has been verified by a professional. Delays in submission of all required documentation will delay a decision regarding the request for accommodation.

Decisions are made to grant or deny requests for accommodations within ten (10) business days of receipt of all requested documentation.

Upon approval of the request, the Campus Director and Education Leader will develop a plan to meet the student's needs. The plan may include academic accommodations and modifications for instructional methods.

Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy should be directed to the Corporate Compliance department via email at [comments@milaninstitute.edu](mailto:comments@milaninstitute.edu), or by calling (559) 735-3818 ext 1012.

## **STUDENT RECORDS ACCESS, SECURITY AND RELEASE**

The information in student files is confidential. A student's right to inspect these records is in accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended. Generally, we must have written permission from the student or the parent or guardian of dependent minors before releasing any information from the student's financial aid record. However, the law allows us to disclose records, without consent, to the following:

A school MAY disclose education records without consent when:

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;
- The student is seeking or intending to enroll in another school;
- The disclosure is to state or local educational authorities, the school's accrediting agency, those agencies auditing or enforcing Federal or State supported education programs, and those enforcing Federal laws which relate to those programs;
- The disclosure is to the parents or guardians of a student who is a dependent for income tax purposes;
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
- The disclosure is pursuant to a lawfully issued court order or subpoena; or

The information disclosed has been appropriately designated as directory information by the school.

At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include the following:

- Name
- Home address
- Home telephone number
- Major field of study
- Dates of attendance
- Degrees and awards received

Students may withhold directory information by notifying the Office of the Registrar in writing in accordance with the procedures contained in the public notice designating directory information.

The school will provide the proper supervision and interpretation of the student records when they are being reviewed.

Milan Institute of Cosmetology places a high emphasis on protecting confidentiality of student data. Employees are trained on confidentiality procedures. Data is secured either physically or in secured networks. Regular reviews of procedures and secured areas are made by staff. Any potential breaches are immediately investigated and promptly acted upon. Any questions regarding the campus' process of protecting confidentiality of student's data can be directed to [comments@milaninstitute.edu](mailto:comments@milaninstitute.edu).

## **STUDENT HOUSING**

Student housing is not available on campus. There are multiple housing units available in the community, and students will need to make their own housing and boarding arrangements.

## **STUDENT DISCOUNT**

Student may receive services at a 50% discount off the client price. Students are charged to cover the cost of products, utilities, towels, etc. Students will receive a 25% discount on retail products. All services and products must be paid for at the time of purchase.

## **STUDENT PHOTO RELEASE**

Students attending Milan Institute of Cosmetology give the school the absolute right and permission to take photographs and/or video of them in class, in clinic or in lab for advertising, trade publications and/or any other lawful practice.

## **CAMPUS SECURITY**

Milan Institute of Cosmetology publishes an annual security report that contains information concerning policies and procedures relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement an access to campus facilities, The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three (3) most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual report may be obtained from the Campus Director's office during regular business hours.

Milan Institute of Cosmetology will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

Milan Institute of Cosmetology reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

## **STUDENT GRIEVANCE POLICY**

When problems arise, students should make every attempt to resolve the issue by following the formal complaint procedure. The procedure is as follows:

1. Contact the Instructor in charge to resolve the problem or complaint.
2. If the issue cannot be resolved with the Instructor, contact the Campus Director to schedule a meeting to discuss the concern.
3. If a mutual solution cannot be reached with the School Director, the student should submit a written complaint online at [milaninstitute.edu/complaint](http://milaninstitute.edu/complaint) form. A corporate mediator will facilitate review of the grievance within 10 days and a written response will be sent to the complainant with the decision and/or resolution.

4. The student has the right to appeal the decision of the mediator and submit the complaint letter to the President of Amarillo College of Hairdressing, Inc. d/b/a Milan Institute/ Milan Institute of Cosmetology, located at 3356 S Fairway Street, Visalia CA, 93277; Fax: (559) 733-7831; Phone: (559) 735-3818 ext. 1012; Email: Comments@milaninstitute.edu. The President's decision will be communicated to the student.
6. The student has the right to appeal the decision of the President and submit the complaint letter to the school's state agencies and/or accrediting agency.
  - a. The school's accrediting agency is the National Accrediting Commission of Career Arts and Sciences (NACCAS) located at 3015 Colvin Street, Alexandria, VA, 22314: Phone: (703) 600-7600.
  - b. 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 toll-free 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).
  - b. The school has an additional state agency for a cosmetology-related program is the Board of Barbering and Cosmetology (BBC), P.O. Box 944226, Sacramento, CA, 94244, Phone: (800) 952-5210.

The school maintains its complaint log for at least two years.

#### **ARBITRATION POLICY**

Should a dispute arise which could not be settled through the school's internal grievance procedures, students and the school have agreed to arbitration at the time of enrollment as the only means legal recourse. Any dispute a student may bring against Amarillo College of Hairdressing, Inc., and/or any of its wholly owned subsidiaries, Milan Institute, Milan Institute of Cosmetology, or any of its parents, subsidiaries, successors, officers, directors, or employees, without limitation, (hereinafter collectively and individually referred to as "ACH") or which ACH may bring against a student, no matter how characterized, pleaded or styled, shall be resolved by binding arbitration pursuant to the Federal Arbitration Act and conducted by the American Arbitration Association ("AAA"), at the ACH location which the student attends or was attending, and under its Supplementary Rules for Consumer Related Disputes, and decided by a single arbitrator. Any dispute over the interpretation, enforceability or scope of this Arbitration Agreement shall be decided by the Arbitrator, and not by a Court. Both students and school explicitly waive any right to a jury trial, and understand that the decision of the arbitrator will be binding, and not merely advisory.

Neither ACH nor student shall file any lawsuit against the other in any court and agree that any suit filed in violation of this provision shall be promptly dismissed by the court in favor of arbitration. Both ACH and school agree that the party enforcing arbitration shall be awarded costs and fees of compelling arbitration.

The costs of the arbitration filing fee, arbitrator's compensation, and facilities fees that exceed the applicable court filing fee will be paid by ACH.

Any dispute or claim brought by ACH or student shall be brought solely in their individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action.

Any remedy available from a court under the law shall be available in the arbitration.

To the extent a student has outstanding federal student loan obligations incurred in connection with their enrollment at ACH, any arbitration award providing monetary damages shall direct that those damages be first paid toward the student loan obligations.

Students and/or ACH may, but need not, be represented by an attorney at arbitration.

Information about the AAA arbitration process and the AAA Supplementary Rules for Consumer Related Disputes can be obtained at [www.adr.org](http://www.adr.org) or 1-800-778-7879. Students must disclose the Arbitration Agreement document they signed at the time of enrollment to the AAA.

## **RULES OF CONDUCT**

The school sets forth specific expectations for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training can only enhance the graduate's potential for success.

### **Students are expected to:**

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Theory class is a critical part of your training.
2. Arrive for all classes on time. Students may not be allowed to attend class or to clock in until the scheduled class is dismissed. The determination will be made by school staff based on the circumstances causing the tardiness. Excessive tardiness may result in suspension.
3. Complete all assigned theory, practical and clinic assignments in the designated time frames. It is the student's responsibility to contact the instructor regarding makeup exams. The Final Transcript of Hours will not be released to the student or State Board until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
4. Notify a staff member within one (1) hour of your start time of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
5. Notify a staff member when leaving the facility for any reason other than lunch time and closing.
6. Only perform services on clients after successfully completing the Phase One Requirements and have passed a written and practical competency evaluation.
7. Practice courtesy and professionalism at all times when dealing with other students, clients, instructors, staff and visitors.
8. Follow all state laws and regulations at all times during school.
9. Comply with the school's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress may cause loss of or delays in funding, delay in graduation and additional tuition charges.
10. Park only in the designated areas for student parking. Front row parking is ALWAYS reserved for client use. The school does provide parking for its students.
11. Keep all student and client analysis and service records up to date.
12. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
13. Strive to continually improve abilities through education and practice.

## **GROUNDS FOR DISCIPLINARY ACTION**

The following types of social behavior that keep you and your fellow students from learning are not acceptable and may result in a warning, probation, suspension and/or termination. *Milan Institute of Cosmetology reserves the right to take any disciplinary action it deems necessary and reasonable under the circumstances.*

- a. Refusing to service an assigned customer or refusing to comply with the instructor's assignment. Unprepared or refusal to perform a clinic service or practical assignment may result in the student leaving for the day. Excessive refusals may result in termination.
- b. Disrupting class or sleeping in class.
- c. Not involved in curriculum related activities at all times while clocked in. Students who are clocked in may not linger in the facility and distract other students from training responsibilities. Excessive time in the student lounge is not allowed.
- d. Unauthorized personal visitors to the school. Guests will be asked to leave unless they are scheduled for a service in the student salon.

- e. Using the business phone or personal cellular phone for incoming or outgoing calls without the expressed permission of a staff member.
- f. Cheating, dishonesty or falsification of records.
- g. Not following scheduled breaks. The time for breaks will depend on the classes scheduled and the student salon floor services that are assigned. Students are required to clock out for a minimum of 30 minutes each day for a lunch break. Failure to do so may result in lost time and/or disciplinary action. As consideration to fellow students, clients and instructors, please notify the school if you are not returning from a lunch break.
- h. Not following time clock procedures by not clocking in and out accurately to reflect hours in attendance. No student may clock in/out for others. If a student fails to clock in/ out, they will not receive credit for time in school.
- i. Not following sanitation requirements. Understand that training involves sanitation, cleanliness and equipment care. Students are responsible for personal workstations and work areas. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all students to follow sanitation rules and practices at all times.
- j. Non-compliance with the published dress code which includes students wearing the required name badge and practicing proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until in compliance.
- k. Violation of Student Social Media policy or Anti-Bullying policy.
- l. Criticizing another student's work.
- m. Cursing; using foul language or vulgar language; immoral or unprofessional conduct, discussing sexual activities or beliefs, unethical and unprofessional subject matter during school hours.
- n. Arguing with an instructor in the presence of another student or customer.
- o. Consuming or possessing alcoholic beverages and/or illegal substances during school time or on school grounds.
- p. No smoking, chewing gum, eating and/or drinking except in designated areas.
- q. Theft from a student, customer, or school (property and/or money) will result in immediate termination. Students are responsible for the security of their own property. The school is not responsible for lost, stolen, missing, and/or broken items.
- r. Behavior which creates a safety hazard to self, students, faculty, or staff including, but not limited to willful destruction of property and possession of weapons while on campus.

A student who, upon violation of a conduct policy or other egregious behavior or incident, is placed on a status of Probation due to conduct unbecoming of a student at Milan Institute of Cosmetology. This status is an official warning that the student's conduct is in violation of Milan Institute of Cosmetology Student Rules, but does not merit, at this point, an expulsion or suspension.

A student on conduct probation is deemed "not in good standing" with Milan Institute of Cosmetology. If there is a finding of responsibility for subsequent violations of the student rules during this period of time, more severe sanctions may be administered including immediate termination. Student who are subjected to Conduct Violations face actions to be determined based on the severity of the issue at hand and documentation of such will remain in the permanent student file.

### **CHEATING POLICY**

Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false or misleading information to the school's Instructors or administrative staff. Students shall not engage in any of the following activities:

- Give or receive advance information about quizzes, tests, or examinations;
- Assist another student in dishonest practices
- Present someone else's work or ideas as your own;



- Have another person do work which is then submitted as their own;
- Include another person's work as part of their work, without proper acknowledgement or documentation.

When a student is charged with cheating or plagiarism, and the Instructor has proof to back up the charges, or a student admits to the charges when confronted, the Instructor may handle the situation in the following ways:

1. Issue an oral warning or a written warning that will be put in the student's permanent academic file.
2. Issue the student an "F" or "0" on the assignment or test in question.
3. Issue the student an "F" for the entire class.
4. Refer the student to the school director for disciplinary action, which may include suspension or dismissal from the school.

## **STUDENT SEXUAL HARASSMENT POLICY**

### **Policy Overview**

It is the policy of Milan Institute of Cosmetology to ensure that students can learn in a safe and nondiscriminatory educational environment based on religious, racial, sexual harassment and violence. Milan Institute of Cosmetology strictly prohibits any form of religious, racial, sexual harassment and violence. It is a violation of college's policy for a student, faculty member, staff member, administrator, third party or other employee to harass a student, faculty member, administrator or other college personnel through conduct or communication of a sexual nature. It is a violation of college's policy for any student, faculty member, administrator, third party or other college personnel of Milan Institute of Cosmetology to inflict or threaten to inflict, or attempt to inflict sexual violence upon any student, faculty member, administrator or other college personnel.

### **Definitions—Sexual Harassment**

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- submission to that conduct or communication is made a term or condition, either explicitly, of obtaining or retaining employment, or of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment may also include but is not limited to:

- unwelcome verbal harassment or abuse;
- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by faculty members, administrators, college law enforcement, or other college personnel to avoid physical harm to persons or property;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status; or
- unwelcomed behavior or words directed at an individual because of gender.
- Of importance is to note that sexual harassment or violence does not have to occur between different genders. Same sex harassment and violence will be treated equally as sexual harassment or violence between same sex members.



### **Reporting**

Any person who believes he or she has been the victim of sexual harassment or violence by a student, faculty member, administrator or other college personnel of Milan Institute of Cosmetology should report the occurrence to any agent or responsible employee of the college. An employee may be required only to report the harassment to other school officials who have the responsibility to take appropriate action or to take the appropriate action themselves if they are a designated official.

### **Privacy**

Milan Institute of Cosmetology will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible. The college will attempt to honor a student's request that his or her name be withheld, if this can be done consistently with the school's obligation to remedy the harassment and take steps to prevent further harassment.

### **Action**

Milan Institute of Cosmetology is required to investigate all accusations of sexual harassment and violence and to take the appropriate actions which could include disciplinary proceedings against any individuals found to be in violation of this policy.

### **Anti-Retribution**

Any person who retaliates against another for testifying, assisting or participating in an investigation or proceeding relating to harassment or violence shall be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, retribution or harassment.

## **STUDENT SEXUAL ASSAULT, DOMESTIC AND DATING VIOLENCE POLICY**

Milan Institute of Cosmetology is committed to maintaining a safe and secure campus for all of its students and employees. Milan Institute of Cosmetology's policy on Sexual Violence, Domestic Violence and Dating Violence specifically addresses procedures that must be followed when an incident of sexual assault, domestic violence, dating violence or stalking is reported.

For detailed information and a copy of our policy, awareness and programs available, please visit: <http://milaninstitute.edu/consumer-and-clery-information/>

## **STUDENT SOCIAL MEDIA POLICY**

Milan Institute of Cosmetology recognizes that social media websites have become an important and influential means of communication for our current and former students. The objective of this policy is to help clarify how best to enhance and protect the personal and professional reputations of our students when participating in social media. It is important to keep in mind the privacy limitations when using social media websites. In some cases, information posted on them can be made public, even when that information has been deleted by the user. Therefore, Milan Institute of Cosmetology expects and encourages all those participating to exercise caution and responsibility when using social media websites.

In accordance with Milan Institute of Cosmetology's Conduct Policy, as published in the Catalog, students are expected to conduct themselves in a professional manner. Students who are not in compliance are subject to disciplinary action, probation, suspension or termination at the discretion of the school administration. The policies and guidelines set forth below apply to any user who utilizes social media pages associated with Milan Institute of Cosmetology.

## **Types**

The social media applicable under this policy include, but are not limited to, the following: Facebook.com, Twitter.com, YouTube.com, MySpace.com, Pinterest.com, Google+.com, StumbleUpon.com, Delicious.com, Yelp.com, Instagram.com, Blogger.com, Typepad.com, WordPress.org, Wordpress.com, LinkedIn.com, imodules.com, Flickr.com, Foursquare.com, Gowalla.com, Scvngr.com and Tumblr.com.

## **Language/Behavior**

The following are considered unacceptable when using Milan Institute of Cosmetology social media websites:

- Vulgar or profane language.
- Obscene, defamatory, inaccurate, or hostile posts.
- Offensive terms/phrases, or photographs that disrespect individuals or groups based on race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of person.
- Threats of physical or bodily harm.
- Posting of sensitive information; including that which could compromise public safety, intellectual property, etc.
- Posting of photographs of oneself or others that can be reasonably interpreted as condoning the irresponsible use of alcohol, substance abuse, or are of a sexual nature.

## **Requirements**

We look forward to the comments and conversations generated via social media. Any posts on the school's social media sites or tags of the school found to be inaccurate, false, inappropriate, hostile, obscene, or defamatory toward any individual, group or organization will be removed. If students of Milan Institute of Cosmetology violate other Milan Institute of Cosmetology policies on the school's social media sites they may subject them to disciplinary action under appropriate judicial or other procedures. Students posting content in reflection of Milan Institute of Cosmetology (such as photos taken on grounds, "tags" with Milan Institute of Cosmetology in them, comments regarding Milan Institute of Cosmetology) are subject to the same guidelines set herein this policy. Students with unresolved issues with campus administration or the educational program should follow the Grievance Policy to resolve those matters. Social media websites are not the venue to resolve such issues. Any inappropriate, obscene, or defamatory posts will not be tolerated.

Users who choose to post, comment, or link text and/or multimedia on Milan Institute of Cosmetology's websites agree that such material may be reproduced, distributed, edited, and published in any form and on any media. Users agree not to violate copyright laws, post spam or advertisements, impersonate others, or partake in any type of hostile behavior, in any media.

## **ANTI-BULLYING STATEMENT**

Milan Institute of Cosmetology believes that all students have a right to a safe and healthy school environment in which mutual respect, tolerance, and acceptance are fostered. The school will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation; threats either directly or indirectly or any other activities that create a hostile environment at school that is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Milan Institute of Cosmetology expects students and/or staff to immediately report incidents of bullying to the Campus Director. Staff members who witness such acts will take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity and during a school-sponsored activity.

Students who bully are in violation of this policy and are subject to disciplinary action up to and including termination

## **CAREER SERVICES**

Milan Institute of Cosmetology offers career services to all graduates pursuing employment in their field of study. Services include assistance with creating resumes, guidance on how to conduct a job search, professionalism, and interview preparation. The Career Services faculty member develops and maintains close relationships with local businesses so that they may keep abreast of current employment opportunities to which graduates may be referred. Although no institution can guarantee employment, the Career Services faculty member at Milan Institute of Cosmetology makes every effort to help ensure that each graduate is prepared to effectively compete in the job market as they pursue their new career.

## **COPYRIGHT INFRINGEMENT POLICY**

Compliance with federal copyright law is expected of all students. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

You may "use" all or part of a copyrighted work only if (a) you have the copyright owner's permission, or (b) you qualify for a legal exception (the most common exception is called "fair use"). "Use" of a work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying, or publicly performing the work.

Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur on or over the school's networks or other computer resources may create liability for the school as well as the computer user.

Students who violate Copyright Infringement Policy are subject to disciplinary action, including suspension and termination.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

### **Legal Alternatives**

An extensive online list of legal downloading resources is available at <http://www.educause.edu/legalcontent>. EDUCAUSE, is a nonprofit organization committed to promoting the intelligent use of information technology to

advance higher education. Resources on the list include websites such as Amazon MP3 Downloads, MediaNet and Best Buy.

## **DRUG FREE ENVIRONMENT**

Milan Institute of Cosmetology maintains a drug-free campus and work place. Milan Institute of Cosmetology maintains a list of community drug rehabilitation centers that specialize in drug abuse treatment where, if help is needed, the student or employee may receive help. A copy of this list may be obtained from the Campus Director's office. Milan Institute of Cosmetology will not tolerate any illegal drugs or alcohol being used on the campus. The school refers students to outside agencies when the student requests assistance. The school complies with Section 487 (a) (10) of the Higher Education Act Amendments of 1986 concerning drug abuse prevention programs for students.

## **CONTROLLED SUBSTANCE POLICY AND NOTICE TO ALL EMPLOYEES AND STUDENTS**

This statement is distributed to all new students and employees at the orientation session prior to commencing classes or employment, and is updated each year of attendance or employment.

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance within the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program. Drug free awareness program and detailed information regarding dangers of drug abuse, assistance with drug counseling and rehabilitation programs are available.

These local agencies can provide assistance to our employees, students and their families:

Casa Las Palms Recovery Home  
83844 Hopi Ave  
Indio, CA 92203  
(760) 347-9442

St. John's Tori  
54230 Avenida Montezuma.  
La Quinta, CA 92253  
(760) 777-8226

As stated above, students and employees are subject to termination for violation of this school rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the school.

A. Your continued schooling and/or employment is subject to:

1. Abide by the terms of this statement, and
2. Notify the administration of any criminal statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

B. The US Department of Education will be notified within 10 days after receiving notice under subparagraph A. 2. from an employee or student or otherwise a copy of such conviction will be submitted to the US Department of Education.

C. The school will take the following actions within 30 days of receiving notice under subparagraph A. 2. with respect to any employee or student who is so convicted.

1. Terminate employment of the employee or the schooling of the student, or
2. Require such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, enforcement, or other appropriate agency.

D. Any student that is convicted of any offense, during a period of enrollment for which the student is receiving Title IV, HEA programs funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484 (r) (1)); (20 U.S.C. 1091 (r) (1)).

<b>Drug Information Hot Lines:</b>	(800) 662-HELP
National Institute on Drug Abuse	(800) 843-4971
National Clearinghouse for Drug Information	(800) 729-6686
U.S. Dept of Education, SouthWest Region	(213) 598-7661
U.S. Dept of Education Task Force	(202) 708-9069

**DRUG FREE STATEMENT**

In recognition of the problems associated with drug and alcohol abuse in society today, Milan Institute of Cosmetology provides all students and employees with the following information:

1. The unlawful possession, use or distribution of illicit drugs and alcohol on school property or in connection with any school activity is strictly prohibited. This prohibition applies to all students and employees.
2. The following legal sanctions are applicable for the unlawful possession or distribution of illicit drugs and alcohol:

Local: Penalties vary based on the severity of the offense and the number of offenses. Sanctions for possession of an illegal substance for the first time could range from fines of \$40,000 and up but not limited to 40 years' imprisonment.

State: Penalties vary based on the nature of the illegal substance, the offense and whether there is a repeat offense. First offenders may receive up to nine years with repeat offenders could receive life imprisonment. A schedule of fines up to but not limited to \$50,000 also is in place.

Federal: Penalties for unlawful manufacturing, distribute and dispensing of controlled substances are provided under the Federal Controlled Substances Act. The penalties are determined by the nature of the drug or other substance, the amount of drugs or other substance involved, and the number of offenses.

Examples of Federal Drug Trafficking Penalties:

First Offense      Second Offense

Marijuana (1,000 kg or more)      Not less than 10 years      Not less than 20 years

Heroin (100-999 grams)      Not less than 5 years      Not less than 10 years

Not more than 40 years      Not more than life

3. There are various health risks associated with the use of illicit drugs and the abuse of alcohol. Some of the more common problems are cited below:

Marijuana—Use can lead to an increase in heart rate up to 50%, a sense of euphoria, acute anxiety and tremendous mood swings. There is a potential for long term physical and psychological damage.

Cocaine—Use can affect the brain in seconds and result in heart or respiratory failure.

Crack—Use can lead to an intense high within seconds, deep depression, and an intense dependency in a short time.

Amphetamines—Use increase heart and breathing rates, raises blood pressure while often causing blurred vision, dizziness, lack of sleep and anxiety. Body chemistry is upset and can lead to long term physical problems.

Alcohol—Use can lead to a feeling of confidence and control. Liver, brain, heart and stomach destruction goes on even without apparent symptoms. Use for a period of time often causes dependency and may be fatal.

4. There is help available to our students and employees. Milan Institute of Cosmetology offers a confidential referral program for employees and students. Further information is available in the school administrative office and in the Drug Awareness section of this publication.

5. Any student or employee who is a drug or alcohol offender will have disciplinary action imposed by the school.

These sanctions may include any or all of the following:

- Mandated treatment for problem.
- Mandated attendance at local treatment center.
- Mandated completion of a drug rehabilitation program.
- Mandated probation period not to exceed one month.
- Expulsion from school or discharge from employment.

## **ACADEMIC INFORMATION**

### **PROGRAM MEASUREMENT**

An academic year is equivalent to 900 clock hours and is a minimum of 26 weeks or 36 quarter credits and is a minimum of 30 weeks in length. One quarter credit unit is equal to twenty-five (25) clock hours. Each program is defined by its individual academic requirements, which are listed in the course description section of this catalog.

### **LEARNING RESOURCES**

Cosmetology students follow Today's Class e-curriculum. Esthetician students follow Milady's Standard Fundamentals for Estheticians. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these materials.

### **FORMAT**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The programs are presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the programs.

### **EQUIPMENT**

All of Milan Institute of Cosmetology's students work with equipment applicable to the competencies required of their program such as; shampoo bowls and chairs, dryers, thermal hair straighteners, mannequins, manicure stations with chairs, facial chairs, various facial machines, manicure heater, paraffin wax heater, wax machine, pedicure tub and other equipment commonly found in salons and other locations where these services are performed. Classroom computers, LCD projector and screen and marker boards are also utilized.

### **EXPENDABLE SUPPLIES**

The school furnishes all expendable supplies used by the student for training. No outside product is allowed on campus to work on clients, mannequins, or self.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Academic Progress ("SAP") is a requirement for all Milan Institute of Cosmetology students. Students receiving funds under any Federal Title IV financial aid assistance programs must maintain satisfactory academic progress in order to continue eligibility for such funds. Progress is measured in terms of both attendance and course work. The SAP policy is provided to students prior to enrollment.

All students are evaluated for Satisfactory Academic Progress at the end of the first payment period or midpoint of the program or academic year, and at the end of the program or academic year. An academic year in a clock hour program is a minimum of 900 clock hours AND 26 weeks. A week is considered any seven-day period from Sunday through Saturday in which at least one schedule class day occurs.



Milan Institute of Cosmetology uses the following payment period completion points to evaluate satisfactory academic progress:

**Cosmetology Program - Day (30 hours per week)**

450 scheduled hours and 15 weeks

900 scheduled hours and 30 weeks

1250 scheduled hours and 12 weeks from start of 2<sup>nd</sup> academic year- (must meet 350 scheduled hours and 12 weeks in payment period)

**Cosmetology Program- Evening (20 hours per week)**

450 scheduled hours and 22.5 weeks

900 scheduled hours and 45 weeks

1250 scheduled hours and 17.5 weeks from start of 2<sup>nd</sup> academic year- (must meet 350 scheduled hours and 17.5 weeks in payment period)

**Esthetician Program Day (25 hours per week)**

300 scheduled hours and 12 weeks

**Esthetician Program Evening (20 hours per week)**

300 scheduled hours and 15 weeks

**Clock Hour Program**

The student's academic progress is evaluated at the point the student is scheduled to complete the required clock hours and scheduled weeks for that payment period. Students must maintain (1) an accumulative grade point average of 2.0, and (2) an attendance rate of 67% of the scheduled hours.

To successfully complete a program, the student must complete 100% of the program requirements within no more than 150% of the program length, measured in scheduled hours.

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory progress until the next scheduled evaluation.

If a student is granted credit for previous training or experience, the granted courses will not be assigned a letter grade, but will be recorded with a grade of "pass", which will not count towards the student's grade point average calculation and will not affect the grade point average element of satisfactory academic progress. Transfer hours are included as completed hours for purposes of measuring rate of progress.

Transfer hours are accepted toward completion of a student's program as both hours attempted and hours completed for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on scheduled contracted hours at the institution.

**Grading**

To assess the qualitative measure of academic progress, students are assigned theory study and a minimum number of practical performances. 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. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school.



Students must maintain a cumulative grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following four-point scale which is also used to determine academic standing:

90 - 100% =	A =	4.0
80 - 89% =	B =	3.0
70 - 79% =	C =	2.0
60 - 69% =	D =	1.0
Below 60% =	F =	0.0

### **Non-credit Remedial Courses**

Non-credit remedial courses have no effect upon the institution's satisfactory academic progress standards as no such courses are offered at NACCAS accredited schools.

### **Institutional Withdrawal**

Withdrawing from the institution has no effect upon the student's satisfactory academic progress.

### **Consequences of Failure to Meet Satisfactory Academic Progress Standards**

A student failing to meet the minimum satisfactory progress listed above will be placed on a *Financial Aid Warning* for one evaluation period with the opportunity to meet minimum standards. If at the end of this *Financial Aid Warning* period the student has not satisfied the minimum requirements as outlined, the student will lose their eligibility for financial aid. To regain financial aid eligibility after this point, the student must make an appeal. After a successful appeal the student will be placed on *SAP Probation* status for one evaluation period as long as satisfactory academic progress standards can be met by the end of the subsequent evaluation period. If the student fails to meet the terms of the *SAP Probation* the student will lose financial aid eligibility permanently for program of enrollment.

While on a *Financial Aid Warning* or *SAP Probation* the student remains eligible for financial aid.

If it is determined at the time of evaluation that the student is not attending at a pace to complete the program within the established 150% maximum time frame, or the student actually exceeds the maximum time frame, the student will become Financial Aid Ineligible and will be dropped from the program.

Students are notified in writing of satisfactory academic progress evaluation results. If students are failing to meet standards, a *Financial Aid Warning* or *SAP Probation* notice must be signed by the student confirming receipt. Students meeting progress will be notified of the results in writing with no confirmation signature required. A copy of all notification is maintained in the student file.

**Leave of Absence / Temporary Interruptions** – For students returning from an approved leave of absence, their contract period and maximum time frame will be extended by the same number of days taken in the leave of absence. Reasonable provisions will be provided for LOAs or other temporary interruptions, such as academic advising or review of material when resuming training.

**SAP Re-Entry** - Students who have violated FA Probation and have been dismissed shall not be readmitted to the same program if they have exceeded, or may exceed, MTF until they re-establish appropriate SAP standing (e.g., transfer credits, as appropriate).

## **Appeal Procedure**

A student who loses aid eligibility due to failure to maintain satisfactory academic progress may appeal the status. The student must submit a written appeal of the dismissal within one week of the date the school took action. The appeal should be addressed to the School Director. The reasons for which a student may appeal include death of a relative, an injury or illness of the student, death in the family, etc. Supporting documentation must accompany the written appeal. For example, an appeal based on illness of the student should include applicable medical documentation. After successful appeal, with an academic plan, the student will be placed on *SAP Probation* for the following evaluation/payment period. The student must be at satisfactory academic progress at the end of the probationary period or financial aid eligibility will be terminated.

The student's appeal must address the following:

- The basis for the appeal – description of the special circumstances and;
- The reason why the student failed to meet the SAP standard(s) and;
- What has changes in the student's situation so that he or she will now be able to meet SAP standards.

The student's written appeal and the documented results as determined by the institution are retained in the student file.

## **Re-enrollment/Re-entrance**

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same progress status as when they left.

## **LEAVE OF ABSENCE**

Milan Institute of Cosmetology permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, that there is a reasonable expectation that the student will return, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), temporary disability, medical reasons, or other reasons such that the campus determines that an LOA is in the student's best interest. A student may take multiple leaves of absence as long as the total leaves of absence do not exceed 180 days during any 12-month period.

However, an LOA will not be granted for any of the following reasons:

- The courses that the student needs are not available;
- The courses that the student needs are available, but the student declines to take them;
- An externship/internship site is not available for the student;
- A student is unable to pay tuition;
- The student is failing a course(s); or
- To delay the return of unearned federal funds.

Students requesting an LOA must submit a signed and completed Leave of Absence Request Form prior to the beginning date of the leave. If circumstances of an unusual nature that are not likely to recur prevent the student from submitting the request in advance, the leave may still be granted, but only if:

- The school documents the unforeseen circumstances and the Education Leader, Dean or Director determines that these circumstances meet the exception requirements (i.e., "of an unusual nature and not likely to recur"), for example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the LOA in advance, and

- The student submits a signed and completed Leave of Absence Request Form. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.

Students granted an LOA that meets these criteria are not considered to have withdrawn, and no refund calculation is required at that time.

### **Re-Admission Following a Leave of Absence**

- Upon return from leave, the student will be required to repeat the modules or class, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module or class from which the student took leave or for students returning from a leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a class or module.
- When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

A student's contract period will be extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

### **Extension of Leave of Absence**

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Dean, Education Leader or Director provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave.
- Appropriate modules or classes required for completion of the program will be available to the student on the date of return. If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

### **Return from a Leave of Absence**

A student must return from a LOA on or prior to the scheduled date of return. Students in modular based programs may return prior to the scheduled return date as long as they return on the first day of any appropriate module.

### **Failure to Return from a Leave of Absence**

If the student does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student's last day of attendance (LDA) for purposes of calculating a refund. A Title IV refund calculation will be completed using the last date of attendance prior to the start of the LOA.

### **Possible Effects of Leave of Absence**

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module or class required to maintain the normal progress in their training program will be available at the time of reentry

- They may have to wait for the appropriate module to be offered
- Financial aid may be affected
- The LOA could also affect the student's:
  - Loan repayment terms, including the exhaustion of some or all of the student's grace period
  - Rate of progress
  - Maximum time frame for completion

## **ATTENDANCE POLICY**

Attendance is valued and expected. Students are expected to arrive for classes at the scheduled time and remain on task until their scheduled departure time. Student performance and punctuality are important components of dependability and directly relate to employment options in the business world. To ensure the commitment to student success, Milan Institute of Cosmetology expects that attendance be taken in all classes, starting with the first day of the class.

Milan Institute of Cosmetology recognizes the correlation between attendance within the program of study and success defined as student achievement. Absences prevent students from receiving essential academic information, disrupt orderly course progress, and diminish the quality of group interaction in class. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. Class attendance is monitored beginning with the first class meeting, and students are expected to attend all class sessions for which they are scheduled. It is the responsibility of the student to arrange to make up of any course work missed and to notify the instructor when an absence will occur. Milan Institute of Cosmetology does not differentiate between excused and unexcused absences. Students are expected to call in if absent, for courtesy and responsibility, as if they were in the work environment.

## **ACADEMIC AND ATTENDANCE ADVISING POLICY**

Any students falling below Satisfactory Academic Progress (SAP) at mid-point and end of contracted program will be advised of their academic and attendance standing by a designated school official. Students who are not meeting minimum expectations will be provided SAP notification and an Academic Plan to provide guidance on improving standing to achieve completion. The student portal is available to all students to check standing as needed. Instructors encourage students to utilize their portal. See SAP policy for additional information

Student's strengths and areas requiring improvement are identified and plans for improvement are discussed during the advising to provide a student the opportunity to achieve expectations. When professional assistance is needed students are provided contact information for those community resources (also posted on the Student Intranet page). Documentation will be signed by both the school official and the student. The signed documentation will be retained in the student's official academic file located in the Student Information System..

## **MAKE-UP WORK**

The school establishes well defined practical and theory course requirements for graduation. Due to the fact that the course is taught to adult students who have many other life responsibilities and who cannot attend class 100% of the scheduled time in most cases, the school has set forth a reasonable policy for making up missed tests or failed tests by re-taking tests to achieve a satisfactory score.

Students must pass exams at 70% or higher to be eligible for completion.

Students who have failed or missed an exam, are encouraged to make up the exam as soon as possible during the designated make up exam session facilitated by a campus education official. Students must complete an outline of the chapter or similar assignment prior to making up the test to ensure the student has reviewed the chapter. All tests are similar to State Board format – no notes or open book allowed. Students will take the make-up test in a designated classroom or office with an education official proctoring the exam.

## **GRADUATION REQUIREMENTS**

Upon successful completion of the program students may be eligible to sit for the State licensing exam. Students in all programs must complete all subjects outlined in their designated program with no grade under 70% in any subject to be eligible for graduation. All students are required to pass the school's final examination with a grade of not less than 70% on both practical and written exams prior to graduation. Students who are in good standing with their financial obligations to the school will receive their Certificate of Completion and transcript

## **VERIFICATION OF ATTENDANCE/TRANSCRIPTS**

Graduates requiring official verification of attendance or transcripts to be sent to other educational institutions must submit such a request in writing. Allow 30 days for the verification of attendance or the transcript to be sent. A complete academic transcript and certificate of completion will not be sent if a student has not met his/her financial obligations with Milan Institute of Cosmetology.

## **LICENSURE EXAMINATION**

Examination for licensure shall consist of both a practical and written examination for each of these principles. The written examination is endorsed by the National Interstate Council of State Boards of Cosmetology (NIC). The practical examination will be the NIC examination specific to the discipline for which licensure is sought. A minimum score of 75% is required to pass the practical and written examinations.

Failure to appear for an examination, unless approved by the board, shall cause an immediate forfeiture of the application fee. Applicant has the responsibility to apply and pay the fee for a Re- Exam date within 1 year of the original scheduled test date.

## **FAILURE TO PASS LICENSURE EXAMINATION**

Applicants who fail to pass an examination have the opportunity and responsibility to apply and pay the fee for a Re- Exam date within 1 year of the original scheduled test date. If the Applicant does not pass both the practical and written portion within 1 year of the original scheduled exam- both portions of the exam will need to be retaken.

Failure to appear for an examination, unless approved by the board, shall cause an immediate forfeiture of the application fee. Applicant has the opportunity and responsibility to apply and pay the fee for a Re- Exam date.

## **LICENSING REQUIREMENTS**

The general requirements for obtaining a cosmetology license are that all applicants must:

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

d. Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board.

e. Completed the apprenticeship program in cosmetology specified in Article 4 (commencing with Section 7332).

*(Amended by Stats. 2003, Ch. 788, Sec. 14. Effective January 1, 2004.)*

The general requirements for obtaining an esthetician license are that all applicants must:

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

*(Amended by Stats. 2003, Ch. 788, Sec. 16. Effective January 1, 2004.)*

## **REFUSAL, REVOCATION OR SUSPENSION OF REGISTRATION OF LICENSE**

The board may either refuse to issue or renew, or may suspend or revoke, any registration or license for any one (1) of the following causes:

- (1) Conviction of a felony evidenced by a certified copy of the record of the court of conviction;
- (2) Malpractice or in competency;
- (3) Continued practice by a person knowingly having an infectious or contagious disease;
- (4) Advertising by means of knowingly false or deceptive statements;
- (5) Habitual intoxication or addiction to the use of morphine, cocaine, or other habit-forming drugs;
- (6) Immoral or unprofessional conduct;
- (7) Where the application is fraudulently made or the registration or license fraudulently obtained;
- (8) The violation of any of the provisions of this chapter, or rules adopted pursuant thereto.

## **VETERANS AND ELIGIBLE PERSONS RECEIVING EDUCATIONAL BENEFITS**

In addition to the standard policies in this catalog, the following applies to veterans and eligible persons receiving education benefits. Refer to the appropriate sections of this catalog for complete Transfer of Credit Policy, Satisfactory Academic Progress, and Attendance policies.

### **Transfer of Credit Policy**

During the enrollment process, incoming veterans and eligible persons are required notify their admissions representative regarding their previous coursework and experience. Veterans and eligible persons are required to request a credit for previous coursework or experiential training for any program offered by the school. The institution will evaluate all previous education and training and grant credit when appropriate. Credits allowed will be recorded on the enrollment record and the length of the program shortened proportionately. The student shall be notified, with record of the evaluation and supporting transcripts being kept of this process.

Each student must provide the school with (1) an official transcript with all previous postsecondary education and training and (2) the student's military discharge document DD-214 form prior to enrollment. Students should refer to the "Transfer of Credit" portion of this catalog for more detailed information specific to their program.

### **Satisfactory Academic Progress**

As with regular students, when progress of a student is unsatisfactory for an evaluation period, the student will be placed on financial aid warning. If, however, during the next progress period the student's progress is still unsatisfactory, the student's VA benefits will be interrupted and the Department of Veterans Affairs will be notified immediately. Students will only receive VA benefits, based on their eligibility, for the published length (100%) of the program. Students should refer to the "Satisfactory Academic Progress Policy" portion of this catalog for more detailed information specific to their program.

### **Academic Advising**

This section is the same for all students. See the appropriate catalog section for more information.

### **Attendance Advising**

This section is the same for all students. See the appropriate catalog section for more information.

### **Leave of Absence**

Students receiving veterans' educational benefits will be reported to the Department of Veterans Affairs upon taking a leave of absence. They may be re-enrolled for educational benefits upon return to class.



**PROGRAM TITLE:** COSMETOLOGY

1600 hours

**PROGRAM DESCRIPTION:**

The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field. All classes are taught in English. The course is divided into 2 sections – Phase 1 and Phase 2. Phase 1 is 360 hours taught in a minimum of 12 weeks for Day Sessions and 18 weeks for evening session..

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**PROGRAM TEXTS:**

- **Today's Class online curriculum – [www.todaysclass.com](http://www.todaysclass.com)**
- **Milady's Standard: Cosmetology- Online Licensing Preparation Access Code,**
- **State Board Rules and Regulations - [http://www.barbercosmo.ca.gov/laws\\_regs/index.shtml](http://www.barbercosmo.ca.gov/laws_regs/index.shtml)**

**REFERENCE MATERIALS:**

*In the Bag, Playing it Safe, Waxing Made Easy, Professional Men's Services: Haircutting, Step by Step Make up Videos, Art of Dressing Long Hair, Braids and Updo's Made Easy, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Microdermabrasion, Peels and Peeling Agents, Nail Structure and Product Chemistry, Art of African Hair Design, Nail Questions and Answers Book, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources. Reference materials subject to change.*

**METHODS OF PRESENTATION:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass written finals at the end of Phase 1, at mid-term and the end of the program. Practical Skills will be tested with a Practical Exam at the completion of Phase One Training, at mid-point and at the completion of approximately 1500 hours.

**EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study with a written assessment on-ground. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:



**GRADING SYSTEM:****WRITTEN AND PRACTICAL**

90% - 100% = A

80% - 89% = B

70% - 79% = C\*

60% - 69% = D

Below 60% = F

**BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and/or written) must be passed with 70% or higher to graduate

**KNOWLEDGE AND SKILL OBJECTIVES:****HOURS****Technical Instruction Training in Hair Dressing**

- 25 **PROFESSIONAL DEVELOPMENT:** Orientation, School Rules and Regulations, Professional and Personal Development, Professional Ethics, Professional Image, Personality Development, Life Skills, Communication Skills
- 65 **HAIRSTYLING:** Hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, other hair treatments, handling of implements used, molding arches and lines, fingerwaves, pin curls, stems & bases, roller curls stems and bases, comb-out techniques, style patterns and artistry in hairstyling, hair analysis, straightening, waving, curling with hot combs, curling irons, blow dry styling, press and curl, product knowledge and safety precautions.
- 40 **PERMANENT WAVING and CHEMICAL STRAIGHTENING:** Scalp & hair analysis, principal actions in chemical and heat perm waving, curling rods, procedures normal, tinted, bleached, problem hair, chemistry of relaxers, use of sodium hydroxide and other base solutions, conditioners, record cards/release statements, product knowledge and safety precautions.
- 60 **HAIRCUTTING:** Hair analysis, use of razor, scissors, electric clippers, thinning shears.
- 60 **HAIRCOLORING and BLEACHING:** Classifications, hair analysis, predisposition test, safety precautions, formula mixing, tinting, bleaching, dye removers, product knowledge, record cards/release statements and safety precautions
- 35 **SALON BUSINESS:** Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Taxes, Telephone Use, Advertising, Sales, Public/Human Relations, Employee and Client Relationships, Business Administration, Seeking Employment, Job Readiness, Salesmanship, Insurance
- 5 **MISCELLEANEOUS:** To be applied by the Instructor to strengthen student performance, supervised field trips, and related training.

**Technical Instruction in Health and Safety**

- 40 **STATE LAW:** Barbering and Cosmetology Act, Boards Rules and Regulations
- 30 **CHEMISTRY:** Chemical composition and purpose of cosmetic, nail, hair and skin care preparations; chemical makeup, chemical skin peels, physical and chemical changes of matter, pH and pH scale.
- 45 **HEALTH/SAFETY/HAZARDOUS SUBSTANCES:** Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics and communicable diseases including HIV/AIDS, Hepatitis B, and staph.
- 15 **ELECTRICITY:** Nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.

- 20 **DISINFECTION AND SANITATION:** Procedures to protect the health and safety of the consumer as well as the technician. Disinfecting instruments and equipment will be emphasized throughout training.
- 40 **ANATOMY/PHYSIOLOGY/BACTERIOLOGY**
- 10 **MISCELLENEOUS:** To be applied by the Instructor to strengthen student performance and related training.

### Technical Instruction in Esthetics

- 10 **PROFESSIONAL DEVELOPMENT:** Orientation, School Rules and Regulations, Professional and Personal Development, Professional Ethics, Professional Image, Personality Development, Life Skills, Communication Skills
- 25 **FACIALS:** Manual including cleansing, scientific manipulations, packs and masks; Electrical including the use of electrical modalities, dermal lights, electrical apparatus; Chemical including chemical skin peels, packs, masks and scrubs.
- 25 **EYEBROW BEAUTIFICATION (HAIR REMOVAL) and MAKE UP:** Skin analysis, complete and corrective makeup, false eyelash application, use of wax, tweezers, electric or manual and depilatories for removal of superfluous hair.
- 10 **SALON BUSINESS:** Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Taxes, Telephone Use, Advertising, Sales, Public/Human Relations, Employee and Client Relationships, Business Administration, Seeking Employment, Job Readiness, Salesmanship, Insurance.
- 5 **MISCELLENEOUS:** To be applied by the Instructor to strengthen student performance, supervised field trips, and related training.

### Technical Instruction in Manicuring and Pedicuring

- 10 **PROFESSIONAL DEVELOPMENT:** Orientation, School Rules and Regulations, Professional and Personal Development, Professional Ethics, Professional Image, Personality Development, Life Skills, Communication Skills
- 20 **MANICURING/PEDICURING:** Water and oil manicure, nail analysis, hand and arm massage, complete pedicure, nail analysis, hand and arm massage.
- 25 **ARTIFICIAL NAILS:** Acrylic, liquid, powder, nail tips, nail wraps and repairs
- 5 **SALON BUSINESS:** Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Taxes, Telephone Use, Advertising, Sales, Public/Human Relations, Employee and Client Relationships, Business Administration, Seeking Employment, Job Readiness, Salesmanship, Insurance
- 5 **MISCELLENEOUS:** To be applied by the Instructor to strengthen student performance, supervised field trips, and related training.

**PRACTICAL INSTRUCTION HOURS**

- 3      **PROFESSIONAL DEVELOPMENT:** Orientation, School rules and regulations, professional and personal development, professional ethics, professional image, personality development, life skills, communication skills, etc.
- 6      **DISINFECTION AND SANITATION:** The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria.
- 188    **WET HAIRSTYLING/SHAMPOOING:** Handling of implements used, molding arches and lines, fingerwaves, pin curls, stems & bases, roller curls stems and bases, style patterns artistry in hairstyling, comb-out techniques, product knowledge and safety precautions.
- 125    **THERMAL HAIRSTYLING** Handling of implements used, style patterns artistry in hairstyling, hair analysis, straightening, waving, curling with hot combs, curling irons, blow dry styling,
- 20      **THERMAL HAIRSTYLING: PRESS & CURL.** Press and curl, product knowledge and safety precautions.
- 120    **PERMANENT WAVING:** Scalp & hair analysis, principal actions in chemical and heat perm waving, curling rods, procedures normal, tinted, bleached, problem hair, record cards/release statements, product knowledge and safety precautions.
- 37      **CHEMICAL STRAIGHTENING:** Classifications, analysis of hair, chemistry of relaxers, use of sodium hydroxide and other base solutions, conditioners, product knowledge, record cards/release statements and safety precautions
- 150    **HAIRCUTTING:** Hair analysis, use of razor, scissors, electric clippers, thinning shears.
- 112    **HAIRCOLORING:** Classifications, hair analysis, predisposition test, safety precautions, formula mixing, tinting, bleaching, dye removers, product knowledge, record cards/release statements and safety precautions
- 38      **HAIR LIGHTENING:** Bleaching, highlights, foil weaves.
- 10      **SCALP AND HAIR TREATMENTS:** Hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, other hair treatments.
- 50      **FACIALS**  
          **MANUAL FACIALS:** Manual including cleansing, scientific manipulations, packs and masks;  
          **ELECTRIC FACIALS:** Electrical including the use of electrical modalities, dermal lights, electrical apparatus  
          **CHEMICAL FACIALS:** Chemical including chemical skin peels, packs, masks and scrubs.
- 10      **EYE BEAUTIFICATION (HAIR REMOVAL):** Use of wax, tweezers, electric or manual and depilatories for removal of superfluous hair.
- 10      **MAKEUP:** Skin analysis, complete and corrective makeup, false eyelash application.
- 25      **MANICURING:** Water and oil manicure, nail analysis, hand and arm massage, nail analysis, nail art.
- 20      **PEDICURING:** Complete pedicure, including nail analysis and foot and ankle massage.
- 7      **ACRYLIC NAILS:** Includes acrylic, liquid, powder,
- 8      **ARTIFICIAL NAIL TIPS:** Includes nail tips
- 10      **NAIL WRAPS:** Includes nail wraps and repairs
- 17      **CLIENT COMMUNICATION:** Client education, client referrals, service recommendations, demonstrating exceptional customer service, re-booking clients, etc.
- 4      **SALON BUSINESS:** Evaluation of business administration performance including reception procedures, inventory, telephone techniques, salon business projects, salon field trip reports.

**1600 TOTAL HOURS**

**PROGRAM TITLE:** ESTHETICIAN

600 hours/25 weeks

**PROGRAM DESCRIPTION:**

The primary purpose of the Esthetician Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Esthetics or related career field. All classes are taught in English.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skin care services, work with facial machines, hair removal and makeup.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**PROGRAM TEXTS:**

- *Milady's Standard: Fundamentals for Estheticians*
- *Milady's Standard: Fundamentals for Estheticians Workbook*
- *Milady's Standard: Fundamentals for Estheticians CD-Rom*
- *Milady's Student Reference for Anatomy & Physiology*
- *Milady's Standard: Online Licensing Preparation Access Code*

**REFERENCE MATERIALS:**

*Make up DVDs, Skin Care Dictionary, Hair Removal Technique, Aromatherapy, The SPA Encyclopedia, Advance Face/Body Treatment, Common Skin Disease, Skin Care and Cosmetic Ingredients, Face Shapes, Skin Lesions, Anatomy and Physiology Wall Charts, Micro-dermabrasion and DVD, Chemical Peel and Exfoliation and DVD, Skin Type and Aging Analysis and DVD, various subject relevant media resources, and online resources.*

**METHODS OF PRESENTATION:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to take a written, phase one final exam, a mid-term and a final exam. Practical Skills will be tested with a Practical Exam at the completion of Phase One Training, and at the completion of approximately 500 hours or more.

**EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of practical performances. 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. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**PROGRAM TITLE:** ESTHETICIAN

600 hours/25 weeks

**GRADING SYSTEM:****WRITTEN AND PRACTICAL****90 % - 100 % = A****80 % - 89 % = B****70 % - 79 % = C****60 % - 69 % = D****Below 60 % = F****BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and written) must be passed with 70% or higher

**KNOWLEDGE AND SKILL OBJECTIVES:****Technical Instruction in Facials**

- 70** **MANUAL, ELECTRICAL, and CHEMICAL FACIALS:** Cleansing, scientific manipulations, packs and masks, use of electrical modalities, including dermal lights and electrical apparatus, chemical skin peels, packs, masks and scrubs for facials and skin care purposes.
- 40** **SALON BUSINESS:** Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Taxes, Telephone Use, Advertising, Sales, Public/Human Relations, Employee and Client Relationships, Business Administration, Seeking Employment, Job Readiness, Salesmanship, Insurance.
- 35** **PROFESSIONAL DEVELOPMENT:** Orientation, School Rules and Regulations, Professional and Personal Development, CPR/AED, Professional Ethics, Professional Image, Personality Development, Life Skills, Communication Skills, Products, tools and equipment use and safety, product knowledge.

**Technical Instruction in Health and Safety**

- 30** **STATE LAW:** Barbering and Cosmetology Act, Boards Rules and Regulations
- 35** **CHEMISTRY:** Chemical composition and purpose of cosmetic, nail, hair and skin care preparations; chemical makeup, chemical skin peels, physical and chemical changes of matter, pH and pH scale.
- 40** **HEALTH/SAFETY/HAZARDOUS SUBSTANCES:** Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics and communicable diseases including HIV/AIDS and Hepatitis B.
- 30** **ELECTRICITY:** Nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.
- 25** **DISINFECTION AND SANITATION:** Procedures to protect the health and safety of the consumer as well as the technician. Disinfecting instruments and equipment will be emphasized throughout training.
- 40** **ANATOMY/PHYSIOLOGY/BACTERIOLOGY:** Systems, cells, tissues, and organs; types and classifications of bacteria, viruses and fungi, skin analysis and conditions

**Technical Instruction and Practical Training in Hair Removal and Make-Up**

- 25** **EYEBROW BEAUTIFICATION:** Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories for removal of superfluous hair.
- 20** **MAKEUP:** Skin analysis, complete and corrective makeup, false eyelash application.

**PRACTICAL INSTRUCTION HOURS**

- 3**      **PROFESSIONAL DEVELOPMENT/CLIENT COMMUNICATION:** Evaluated presentations of student's ability to interact with the client, build client retention, education clients on services and product, client referrals, client rebooking, etc.
- 3**      **DISINFECTION AND SANITATION:** The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria.
- 40**     **MANUAL FACIALS:** Client preparation, treatment area setup, product selection, skin analysis and care, manual facials including cleansing, scientific manipulations, packs and masks;
- 60**     **ELECTRIC FACIALS:** Client preparation, treatment area setup, product selection, skin analysis and care, machine facials including the use of electrical modalities, dermal lights, electrical apparatus
- 40**     **CHEMICAL FACIALS:** Client preparation, treatment area setup, product selection, skin analysis and care, chemical facials including chemical skin peels, packs, masks and scrubs.
- 21**     **EYEBROW BEAUTIFICATION**  
          **10**      **HAIR REMOVAL:** Use of tweezers  
          **40**      **HAIR REMOVAL:** Use of wax and depilatories
- 40**     **MAKEUP:** Skin analysis, complete and corrective makeup, false eyelash application.
- 3**      **SALON BUSINESS:** Evaluation of business administration performance including reception procedures, inventory, telephone technique, salon business projects, salon field trip reports.

# Catalog Staff Insert

Milan Institute of Cosmetology in La Quinta, CA.

Effective: March 24, 2018

78900 Highway 111

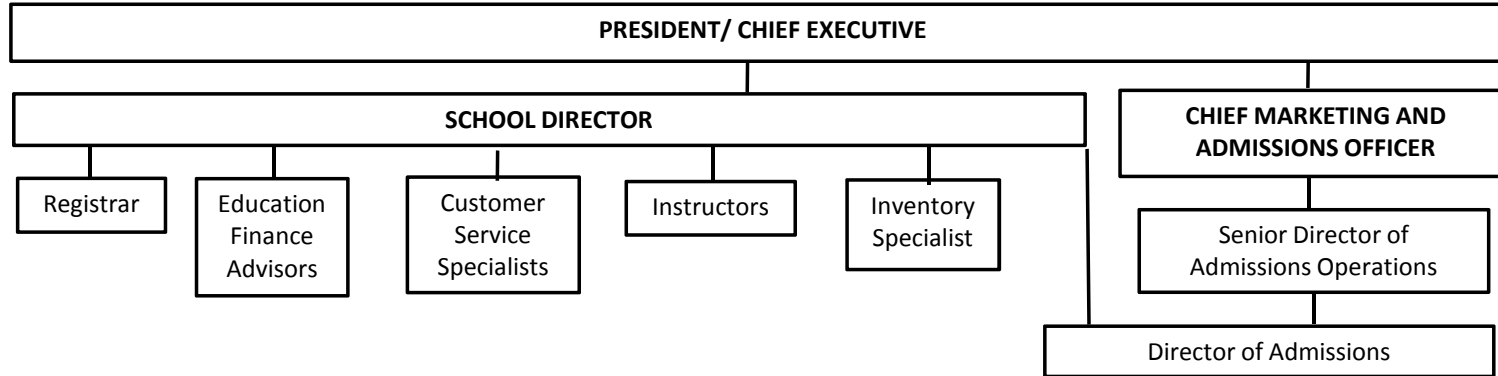
La Quinta, CA 92253

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

P: (760) 771-5520

Fax: (559) 738-7708

## Organizational Chart



## Administration

President/Chief Executive Officer	Gary Yasuda	Senior Director of Admissions – Mgt	Roger Moore
VP of FA and Regulatory Affairs	Linda Buchanan	Senior Director of Admissions – Ops	Carla Larson
Chief Mktg & Admissions Officer	Fred Carini	Director of Education	Jean Rydahl

## Campus Administration

School Director	Mary Urbina	Education Finance Advisor	Karla Sanchez
Director of Admissions	Stacey Marshall	Customer Service Specialist	Nancy Kramar
Admissions Representative	Open	Customer Service Specialist	Isabel Badena
Registrar	Maritza Beso	Customer Service Specialist	Heather Ackley
		Inventory Specialist	Open

## Faculty

Cosmetology Instructor	Claudia Rodriguez
Cosmetology Instructor	Lynn Stacy
Cosmetology Instructor	Nancy Topoleski
Cosmetology Instructor	Priscilla Cisneros
Cosmetology Instructor	Sylvia Castro
Cosmetology Instructor	Vanessa Topete
Cosmetology Instructor	Lisa Marie Flores
Esthetician Instructor	Renee Poignard

**Milan Institute of Cosmetology**  
**Schedule of Tuition and Costs**  
**La Quinta, CA Catalog Insert II**

Revised 11/01/18

*All courses are taught at 78900 Highway 111, La Quinta, CA 92253*

Day Program 54 weeks	Effective Date	Student Tuition Recovery Fund (STRF)	Tuition 1st Academic Year*	Tuition 2nd Academic Year*	Total Tuition**	TOTAL COST***
Cosmetology 1600 Hours	11/1/2018	\$0.00	\$10,940.62	\$8,509.38	\$19,450.00	<b>\$19,450.00</b>
Evening Program 80 weeks	Effective Date	Student Tuition Recovery Fund (STRF)	Tuition 1st Academic Year*	Tuition 2nd Academic Year*	Total Tuition**	TOTAL COST***
Cosmetology 1600 Hours	11/1/2018	\$0.00	\$10,940.62	\$8,509.38	\$19,450.00	<b>\$19,450.00</b>
Day Program Weeks 24	Effective Date	Student Tuition Recovery Fund (STRF)	Tuition 1st Academic Year*	Tuition 2nd Academic Year*	Total Tuition**	TOTAL COST***
Esthetician 600 Hours	11/1/2018	\$0.00	\$5,225.00	\$5,225.00	\$10,450.00	<b>\$10,450.00</b>
Evening Program 30 Weeks	Effective Date	Student Tuition Recovery Fund (STRF)	Tuition 1st Academic Year*	Tuition 2nd Academic Year*	Total Tuition**	TOTAL COST***
Esthetician 600 Hours	11/1/2018	\$0.00	\$5,225.00	\$5,225.00	\$10,450.00	<b>\$10,450.00</b>

\* Total charges for a period of attendance    \*\* Total tuition for the entire educational program    \*\*\* Total charges for the entire educational program

**Additional Cost Disclosures:**

**Book Costs** - Books, materials and supplies are provided to students and are included in the program cost.

**Student Tuition Recovery Fund (STRF)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

*It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.*

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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



# INSERT III - Start Calendar and Student Holiday Calendar

**MILAN INSTITUTE OF COSMETOLOGY**

Effective: June 2018

**78900 Highway 111**

**La Quinta, CA 92253**

**P:(760) 771-5520**

**F: (559)738-7708**

Business Hours

Monday-Friday 8:00am-5:30pm

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

## CLASS START CALENDAR

2018	Cosmetology - Day (Mon., Tues., Sat.)	Cosmetology - Day (Wed., Thurs., Fri.)	Cosmetology - Evening (Mon - Fri)	Esthetician - Day (Wed., Thurs., Fri., Sat.)	Esthetician - Evening (Wed., Thurs., Fri., Sat.)
January	1/29/2018	1/31/2018	1/16/2018	1/31/2018	1/29/2018
February	2/12/2018	2/28/2018	2/5/2018	No Starts	No Starts
March	3/12/2018	3/14/2018	3/19/2018	3/7/2018	3/12/2018
April	4/23/2018	4/25/2018	4/9/2018	4/11/2018	4/23/2018
May	5/7/2018	5/23/2018	5/21/2018	5/16/2018	No Starts
June	6/19/2018	6/6/2018	6/11/2018	6/20/2018	6/4/2018
July	7/23/2018	7/25/2018	7/30/2018	No Starts	7/30/2018
August	8/6/2018	8/22/2018	8/20/2018	8/1/2018	No Starts
September	9/4/2018	9/5/2018	No Starts	9/5/2018	9/10/2018
October	10/15/2018	10/17/2018	10/1/2018 10/22/2018	10/10/2018	10/22/2018
November	11/26/2018	11/14/2018	No Starts	11/14/2018	12/3/2018
December	12/10/2018	12/5/2018	12/3/2018	No Starts	No Starts

### 2018 STUDENT HOLIDAY CALENDAR

New Year's Day - CLOSED	1/1/2018
Martin Luther King, Jr. Day - CLOSED	1/15/2018
President's Day - CLOSED	2/19/2018
Memorial Day - CLOSED	5/28/2018
Summer Break (Student unscheduled)	7/02/2018-7/07/2018
Independence Day - CLOSED	7/4/2018
Labor Day - CLOSED	9/3/2018
Thanksgiving - CLOSED	11/22/2018-11/25/2018
Winter Break - (students unscheduled)	12/24/2018-12/31/2018
Christmas Day - CLOSED	12/25/2018

08/2017

# LETTER FROM THE PRESIDENT

## Welcome to



## In Visalia!

If your goal is to receive quality education and training in your chosen career, then Milan Institute of Cosmetology furthermore also known as Milan Institute, or Milan, is here to assist you. Our primary objective is to provide the education, training and career assistance that you will need to succeed in your new field.

Our faculty members offer academic credentials with many years of training and work experience in their areas of specialization. Our administrative staff is committed to providing the individual attention every student needs. Most importantly, our team has the enthusiasm to motivate our students to increase their knowledge, skill level and employability.

We invite you to make an appointment to visit our campus and talk to one of our Admissions Advisors. We are confident that Milan Institute of Cosmetology offers the training you need to reach your career goals.

Our reputation is based on your success.

Gary Yasuda, President  
Amarillo College of Hairdressing, Inc. d/b/a Milan Institute / Milan Institute of Cosmetology

### Catalog Campus

Milan Institute of Cosmetology  
Main Campus & Extension Campus  
3238 S. Fairway 3356 S. Fairway  
Visalia, CA 93277  
(559) 730-5350

***The program(s) listed in this catalog apply to only this campus. Please refer to the catalog designated for a particular campus for programs offered at other locations.***

### Additional Locations

Milan Institute of Cosmetology  
Branch Campus  
78900 Highway 111  
La Quinta, CA 92253  
(760) 771-5520

Milan Institute of Cosmetology  
Branch Campus  
4020 Keitzke Ln.  
Reno, NV 89502  
(775) 784-7171

Milan Institute of Cosmetology  
Branch Campus  
605 SW Military Drive  
San Antonio, TX 78221  
(210) 922-5900

Milan Institute of Cosmetology  
Branch Campus  
934 Missouri Street  
Fairfield, CA 94533  
(707) 425-2288

Milan Institute of Cosmetology  
Branch Campus  
2400 27th Avenue  
Amarillo, TX 79103  
(806) 349-4100

Milan Institute of Cosmetology  
Branch Campus  
George Dieter #207  
El Paso, TX 79936  
(915) 857-4444

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

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## STUDENT CATALOG NOTICE

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.

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 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov) toll-free telephone number (888) 370-7589 or by fax (916) 263-1897

### Effective August 2017 – August 2018

The information in this catalog is true and correct to the best of my knowledge.



Gary Yasuda, President  
Amarillo College of Hairdressing, Inc.  
d/b/a Milan Institute of Cosmetology

## **ABOUT MILAN INSTITUTE OF COSMETOLOGY**

### **AN INVESTMENT IN BEAUTY PAYS**

If you want a career in cosmetology, this is the right choice for you. The exciting, ever changing world of cosmetology will always be a source of professional and financial rewards. The outlook for the profession has never been better, with women today striving to achieve the “Total Look,” and more men are taking advantage of the salon scene and benefiting from style cuts, perms, manicures, and color. The work of the Cosmetology practitioner and Esthetician, is challenging and very rewarding, with a very high income potential that can soon place you at a professional earning level. Since most salons pay on a commission basis, there is no ceiling on income in the cosmetology profession. Management presents even greater challenges, and salon ownership offers a sense of pride that every small business owner enjoys.

Choosing a lifetime career is one of the most important decisions you will ever make. To find out more about a career in cosmetology, how to become a part of this exciting profession and other information about Milan Institute of Cosmetology, please read this catalog carefully.

### **MISSION STATEMENT**

The mission of Milan Institute is to meet the needs of students and employers by offering quality, short-term educational programs in career fields with solid growth potential.

### **PHILOSOPHY AND OBJECTIVES**

Milan Institute recognizes that people attend college for a variety of reasons—from increasing their knowledge to enhancing their skills and employability. The principal objective of Milan Institute of Cosmetology is to promote a high level of distinction in its faculty, students, and educational programs. Only through quality training will the school produce graduates of all courses who will not only be successful, but will also be of service to their community. The course of study and activities are designed to provide a solid foundation from which our graduates may take advantage of the many opportunities available in the world of cosmetology and the corresponding specialty fields. We understand our obligation to our students, alumni, and community, and constantly seek more effective ways to meet these commitments.

### **HISTORY**

**May 1968:** Jess Prince purchased Amarillo College of Hairdressing.

**May 1988:** Amarillo College of Hairdressing moved to its current location at 2400 Southeast 27th Avenue, Amarillo, TX 79103. Mr. Prince was president of the Texas Association of Cosmetology Schools. He was a salon owner for 27 years and a school owner for 32 years.

**1993:** Robert and Mary Fikes opened Fikes Beauty Academy located at 8004 Crosscreek, San Antonio, TX 78218.

**1996:** Bich-Ha, Luan Nguyen, Ann Vasquez, and Rosie Vasquez-Moncada opened Texas Beauty College on Loop 410 in San Antonio, TX.

**November 1999:** Michael and Linda Gore purchased Everett Beauty Academy.

**January 2002:** Gary Yasuda and James M. Yasuda purchased Amarillo College of Hairdressing, Inc. from Mr. Prince. The Yasudas own and operate private postsecondary schools in Texas, Idaho, Washington, Nevada, and California. The Yasudas changed the school name from Amarillo College of Hairdressing to Amarillo College of Beauty.

**November 2003:** Amarillo College of Hairdressing, Inc. purchased Fikes Beauty Academy as a main campus.

**November 2003:** Amarillo College of Hairdressing, Inc. changed the school name from Fikes Beauty Academy to Texas Beauty College.

**January 2004:** Amarillo College of Hairdressing, Inc. purchased Texas Beauty College on Loop 410 in San Antonio, TX as a main campus.

**January 2005:** Amarillo College of Hairdressing, Inc. purchased Everett Beauty Academy as a main campus.

**March 2005:** Amarillo College of Hairdressing, Inc. changed the school name from Texas Beauty College located on Loop 410 in San Antonio, TX to Milan Institute of Cosmetology.

**March 2005:** Amarillo College of Hairdressing, Inc. changed the school name from Everett Beauty Academy to Milan Institute of Cosmetology.

**March 2005:** Texas Beauty College moved from 8004 Crosscreek to its location at 5403 A Walzem Rd., San Antonio, TX 78218.

**March 2005:** Amarillo College of Hairdressing, Inc. changed the school names from Amarillo College of Beauty and Texas Beauty College located on 5403 Walzem Rd., San Antonio, TX 78218 to Milan Institute of Cosmetology.

**December 2005:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 731 A West Shaw Avenue, Clovis, CA 93612.

**October 2006:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 605 SW Military Drive, San Antonio, TX 78221.

**May 2007:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received BPPVE approval to operate campuses located at 934 Missouri Street, Fairfield, CA 94533 and 3328 S. Fairway, Visalia, CA 93277.

**August 2007:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received BBC approval to operate the campus located at 934 Missouri Street, Fairfield, CA 94533 and the campus opened.

**December 2007:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received NACCAS approval for the school located at 934 Missouri Street, Fairfield, CA 94533.

**April 2008:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received NACCAS approval for the school located at 3238 Fairway Street, Visalia, CA 93277.

**April 2008:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 1050 Matley Lane, Reno, NV 89502.

**September 2008:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 2150 John Glenn Drive, Concord, CA 94520.

**January 2009:** James Yasuda, O.D. retired from Amarillo College of Hairdressing, Inc.

**May 2009:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 2822 "F" Street, Bakersfield, CA 93301.

**December 2009:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 47120 Dune Palms Suites C-2, D, E, La Quinta, CA 92253.

**August 2010:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 1021 W. Hemingway, Nampa, ID 83651.

**August 2010:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 1580 George Dieter #207, El Paso, TX 79936.

**January 2012:** Golden State Business College, Inc. d/b/a Milan Institute and Academy of Court Reporting, Inc. d/b/a Milan Institute merged with Amarillo College of Hairdressing, Inc. d/b/a Milan Institute and Milan Institute of Cosmetology

**July 2013:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch at 1009 W. Hemingway, Nampa, ID 83651.

## **GOVERNING BODY**

Amarillo College of Hairdressing, Inc., a Texas Corporation and Gary Yasuda, President owns Milan Institute and Milan Institute of Cosmetology.

## **APPROVALS, ACCREDITATION & AUTHORIZATION**

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology, is licensed by the Department of Consumer Affairs:

**Department of Consumer Affairs**  
**Board of Barbering and Cosmetology (BBC)**  
P.O. Box 944226  
Sacramento, CA 94244  
(916) 445-0713

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology, is accredited by the:

**National Accrediting Commission of Career Arts and Sciences (NACCAS)**  
3015 Colvin Street  
Alexandria, VA 22314  
Phone: (703) 600-7600

## **STATE OF CALIFORNIA**

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology is a private institution with approval to operate in the State of California based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which was effective January 1, 2010. Milan Institute of Cosmetology in Visalia, Fairfield, and La Quinta, CA under Section 94890(a)(1) of CPPEA, is approved to operate by means of accreditation until January 31, 2018.

An application for renewal of approval by means of accreditation has been submitted to the Bureau for Private Postsecondary Education and is pending review.

The act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

**Bureau for Private Postsecondary Education**  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
(916) 574-7720 or (888) 370-7589  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

## **U.S. Department of Education**

Milan Institute of Cosmetology is authorized to participate in Title IV programs for student financial aid assistance per the Higher Education Act of 1965, as amended by the U.S. Department of Education.



## **SPECIALIZED PROGRAM APPROVALS**

Some programs at Milan Institute of Cosmetology in Visalia, CA may be approved for the training of Veterans and eligible persons under provisions of Title 38, United State Code. The admissions office has a list of veteran approved programs.

## **MEMBERSHIPS**

Milan Institute of Cosmetology or its faculty hold membership in the following organization:  
California Association of Private Postsecondary Schools.

## **FACULTY**

Milan Institute of Cosmetology faculty members are experienced cosmetology instructors. In addition to meeting the educational requirements for licensing, each instructor has been trained in the contemporary methods of competencies and skills within the scope of their Cosmetology and/or Esthetician License. A list of our faculty members can be found in the catalog insert.

## **STUDENT RATIO**

The student/teacher ratio does not exceed thirty students in attendance per instructor.

## **ADVISORY BOARD**

The advisory board is composed of members chosen as experts in one or more specialized areas. These advisors serve as guest lecturers, perform demonstrations, judge competitions, and meet with faculty and students. Based on their years of experience as successful owners, managers, and self-employed professionals, they are an invaluable source of up-to-date information on advances in cosmetology and related specialty fields.

## **FACILITIES**

A Milan Institute of Cosmetology facility located at 3238 S. Fairway and Extension Campus 3356 S. Fairway, Visalia, CA 93277, consists of 16,500 square feet, including, a computer lab, dispensary, salon floor, kit storage room, administrative offices, instructor office, and a student breakroom.

## **CATALOG INSERTS**

See the inserts for current information related to the school calendar, tuition and fees, listing of staff and faculty.

## **ENGLISH ONLY**

We do not offer English as a Second Language instruction and do not require proof of English language proficiency; however, all instruction will occur in English: therefore, all students must be able to read, write, speak, understand and communicate in English at a high school level. We do admit students from countries other than the United States; however, visa services are not provided and the institution will not vouch for student status.

## **ADMISSIONS INFORMATION**

### **ADMISSIONS POLICY**

Admission into the school's Cosmetology and Esthetician Program requires the prospective student have a High School Diploma (HSD) or a General Education Diploma (GED), or for those students enrolling as Ability to Benefit students -pass the U. S. Department of Education approved ability to benefit (ATB) test. In order to receive aid as an ATB student enrolling after July 1, 2012, the student must have previously established eligibility prior to July 1, 2012. For additional information on determining previously established eligibility for aid, please visit the Financial Aid office.

A copy of the HS diploma, GED certificate, or transcripts showing high school completion and/or an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree as equivalent to a high school diploma, must be provided.

Admission into the school's Cosmetology and Esthetician Program requires the applicant to present valid government issued ID.

Admission procedures include individual advising, explanation of course descriptions, appointment with financial aid, enrollment, a tour of the campus, and orientation to the school regarding the policies, regulations and requirements for the various classes.

Upon acceptance and before entering classes, the applicant must complete an enrollment agreement. This agreement details the prospective student's and the school's obligations. The final decision to admit an applicant rests with the school's administration.

Prospective students must be beyond the age of compulsory school attendance and must be 17 years old upon completion of their program.

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same progress status as when they left.

### **SCHOOL CALENDAR**

Qualified persons may enroll on any date the school's admissions office is open. New classes begin on a regularly scheduled basis. Actual start dates for the year may be obtained by contacting the school administration.

### **ENROLLMENT AGREEMENT**

Upon acceptance and before entering classes, the applicant must complete an enrollment agreement. Prospective students under the age of 18 must have a parent or guardian sign the agreement. This agreement details the prospective student's and the school's obligations.

### **TRANSFER OF CREDIT TO MILAN INSTITUTE OF COSMETOLOGY**

Transfer students will receive credit for certified hours received from other schools or states according to state law, and their program will be shortened and tuition will be adjusted accordingly. Milan Institute of Cosmetology does not recruit students already attending or admitted to another school offering a similar program of study

### **TRANSFER OF CREDIT TO OTHER SCHOOLS**

The transferability of credits for certified hours you earn at Milan Institute of Cosmetology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion earned in the Cosmetology or Esthetician program is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of Completion 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 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 Milan Institute of Cosmetology to determine if your diploma will transfer.

Milan Institute of Cosmetology has not entered into any articulation of training agreements with other educational entities.

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## **FINANCIAL INFORMATION**

Student Financial Aid is assistance which helps pay the cost of education. Funds included in this aid may be provided from several sources, including federal, state and private agencies. Most financial aid recipients receive a combination “package” comprised of more than one type of assistance program.

### **HOW TO APPLY**

To begin the process of applying for most aid programs, including grants and loans, students must first complete the Free Application for Federal Student Aid (FAFSA). This document is considered the primary resource for establishing eligibility for need-based aid at this institution. Grant aid is money that does not have to be repaid. Loan assistance includes borrowed money that will be repaid by the applicant.

### **FINANCIAL AID PROGRAMS**

The school participates in Title IV Federal Financial Assistance programs under authorization of the U.S. Department of Education, Office of Student Financial Assistance. Any student interested in obtaining Federal Aid should visit or call the financial aid office and request a Student Financial Aid Guide or visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov) to view online federal assistance publications. All consumer information that is required to be disclosed pursuant to applicable financial aid programs is provided.

Title IV assistance may include grant aid from the Federal PELL Program and/or self-help aid in the form of Direct Loans. Federal Student Loans are required by law to provide a range of flexible repayment options, including but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide. Federal Direct Loans are available to students regardless of income.

Some applicants may be selected for a process called verification. Initial notification is provided through the Student Aid Report created in response to the Free Application for Federal Student Aid (FAFSA). The verification selection may cover one or more aspects of your FAFSA information; including but not limited to, tax data, number in household, SNAP benefits, child support paid, high school completion, and identity. Be aware there are deadlines and consequences associated with this requirement. You should contact the campus Financial Aid Office for additional information and assistance, should your file be selected for verification.

### **OTHER PROGRAMS**

TFC and Universal Group Payment arrangements are considered a private loan with a fixed interest rate based on the plan you have selected. This program does not determine interest based on borrower’s credit rating.

Students have the right to research and secure additional loan options. Private loans can offer variable rates that can increase or decrease over time, depending on market conditions. Students should determine the interest rate and associated fees of a private loan prior to accepting the terms of the loan. In some cases, the interest rate on a Private Loan may depend on the borrower’s credit rating. Students should contact the lender of the private student loan or the campus Financial Aid Office with any questions or concerns regarding student loan debt.

The information provided above and in referenced materials is not a guarantee of financial assistance. Individual need and circumstance must be evaluated to determine aid program eligibility. This need will be determined with and comply by all applicable federal, state and accreditation regulations.

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 and fees, less the amount of any refund

## **METHODS OF DISBURSEMENT**

All Federal financial assistance awarded by the school is disbursed according to Federal regulations.

## **TUITION POLICY**

It is the policy of the school that all tuition and fees are due and payable on the first day of attendance. Students must make other payment arrangements in advance of the first day of class with school officials. The school accepts payments in cash, check, MasterCard and Visa. Prices are subject to change.

## **SCHOLARSHIPS**

### *Graduate Scholarship*

A graduate from Milan Institute or Milan Institute of Cosmetology is eligible for a \$1,000.00 tuition scholarship upon enrolling in a subsequent program with a minimum of 600 hours, (except for the Cosmetology Instructor program). For programs with less than 600 hours, a graduate is eligible for a \$200.00 scholarship. A graduate enrolling into a Cosmetology Instructor program is eligible for a \$500.00 tuition scholarship. This scholarship is a onetime event for graduates and is considered a discount to tuition. Discounts may not be combined.

### *Adult Learner Scholarship*

A \$500.00 Adult Learner Scholarship is available to adults that return to school and complete a high school equivalency or diploma as an adult learner. Applications may be reviewed up to 14 days prior to starting school. For start dates of less than seven (7) days in the future, applications will be reviewed on a case-by-case basis. Recipient selection is based on an application. Scholarship awards will be applied to the student's direct educational cost upon completion of their program.

Discounts may not be combined and students will receive only the best available discount, for which they qualify.

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

### **Cancellation Policy**

Milan Institute of Cosmetology advises each student that a notice of cancellation shall be in writing and that Milan Institute of Cosmetology shall refund 100 percent of the amount paid for institutional charges., if the notice of cancellation is made through attendance as of the first scheduled class session, or the seventh day after enrollment, defined by means of executing an enrollment agreement whichever is later. The enrollment agreement shall be signed by the student and by an authorized employee of the institution. If an applicant accepted by Milan Institute of Cosmetology cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid.

## **REFUND POLICY**

Institutions are required to apply State, Licensing and/or Accreditation refund policies as applicable to the location and program attended. If more than one set of regulations applies, the calculation that best benefits the student will be the refund policy adopted.

The student has the right to withdraw from a course of instruction at any time. The student is obligated to pay only for educational services rendered and for unreturned equipment. If the student withdraws from a program of instruction after the period allowed for cancellation of the agreement, as listed above in "Student's Right to Cancel," the school will remit a refund within 45 days following the student's withdrawal whether officially or unofficially.

A "fair and equitable refund" will be computed based on scheduled hours of class attendance through the last date of attendance. Leaves of absence and school holidays will not be counted as part of the scheduled class attendance.

Books, supplies, associated taxes on said items, not included in the tuition price. All costs are itemized on the Enrollment Agreement.

#### **REFUNDS SHALL BE CALCULATED AS FOLLOWS:**

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the California 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, and is to be paid within 45 days of the determination of withdrawal.

- Milan Institute of Cosmetology is an institution that participates in the federal student financial aid programs, and, as required, Milan Institute of Cosmetology shall provide a determination of tuition charges based on a pro rata refund of tuition based upon the students' progress in their program of study up to point where the student who have completed 60 percent of the total charges for the current period of attendance.
  - 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 the student attended, or was scheduled to attend, prior to withdrawal.
  - For purposes of determining a refund under this section, 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 its catalog.
- If the student obtains equipment, as specified in the agreement as a separate charge, and returns it in good condition (equipment seal cannot be broken, log-on occurred, or is marked or damaged in any way) within 45 days following the date of your withdrawal, Milan Institute of Cosmetology shall refund the charge for the equipment paid by the student.
- If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within this 45-day period, Milan Institute of Cosmetology may offset against the refund of the documented cost to the school of the equipment.
- The student shall be liable for the amount, if any, by which the documented cost of the equipment exceeds the pro-rated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount Milan Institute of Cosmetology has charged in the contract.
- For a list of these charges, see Addendum B of the Enrollment Agreement If the amount that the student has paid is more than the amount that is owed for the time of attendance, and then a refund will be made within 45 days after the date of withdrawal.

Milan Institute of Cosmetology shall also provide a pro rata refund of non-federal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. Milan Institute of Cosmetology shall also maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellation or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.

#### **WITHDRAWAL DATE**

Withdrawal: Is the termination of an enrolled student prior to successful completion of a program. Classifications of withdrawals include but are not limited to a drop, dismissal and out-of-school transfer.

A student may officially withdraw by providing notification either orally or in writing to any school official. For purposes of an unofficial withdrawal and the date of determination for tuition refund and Return to Title IV purposes, the determination of withdrawal can be no more than 14 consecutive calendar days from the last date of attendance, except in those cases when a student fails to return from a scheduled leave.

Milan Institute of Cosmetology is an institution that is required to take attendance, and, as such, is expected to have a procedure for routinely monitoring attendance of its students to determine, in a timely manner, when a student ceases to be enrolled and attending. Milan Institute of Cosmetology states that the date of determination that the student withdrew is no later than 14 days after the student's last date of attendance as determined by its attendance records.

### **PROGRAM CANCELLATION POLICY**

If a program or course is cancelled subsequent to a student's enrollment, and before instruction in the program has begun, the school shall provide a full refund of all monies paid.

If the school closes permanently and ceases to offer instruction after students have enrolled, or if a program is cancelled after students have enrolled or instruction has begun, the school will provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school or if a student does not transfer to another school a full refund of all monies paid.

### **DELINQUENT TUITION**

The student is charged a \$10.00 late fee for payments received 10 days after the due date. Any student who is delinquent in payments to the school may be suspended or terminated from school, at the discretion of the administration, until the school receives payment or the student makes written payment arrangements acceptable to the school. If an amount is due, a payment schedule is arranged. If a student does not follow the payment guidelines, after 90 days his/her account will be turned over to the Corporation's collection agency. The student will be responsible for all costs associated with collection.

### **Return to Title IV Calculation (R2T4)**

When a student withdraws from a program, a campus is required to determine the earned and unearned portions of Title IV aid. The determination is based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds.

If the amount that the student has paid is more than the amount that the student owes for the time he/she has attended, then a refund will be made within 45 days. If a student who has received Title IV, HEA program assistance is owed a refund, the school will allocate the refund in the following order: Federal Direct Loan Program, Federal Parent Loan for Undergraduate Study (PLUS), Federal Pell Grant, any other Title IV Assistance, to student. If there is a balance due, the student is responsible for paying it.

### **TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs) and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula.



If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must receive your permission before it can disburse them. You may choose to decline some or all the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school must receive your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt to the school.

There are some Title IV funds that you may have been scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled beyond the 30<sup>th</sup> day

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. In addition, you may have exhausted all or a portion of your grace period and repayment of Direct Student Loans may begin immediately.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return.

If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.



If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**ENROLLMENT TIME**

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within forty-five (45) days from the withdrawal date.

## **STUDENT INFORMATION**

### **ORIENTATION**

New students are required to attend a “*Welcome to Milan*” orientation on the class start date, prior to the start of their course material. This meeting is to welcome new students and introduce them to the school’s policies and procedures. During orientation, many topics are discussed, including: school rules, regulations, financial aid questions, state board exams, grading, attendance, theory classes, clinic floor work, satisfactory academic progress, and project completions. Students are also given the opportunity to meet instructors, school staff, and other students and to ask questions about their training programs.

### **CATALOG ADDENDUM & INSERTS**

See the catalog addendum(s) and inserts for current information related to the school calendar, tuition and fees, listing of staff and faculty, Gainful Employment disclosures, and other updates made in between printings of new catalogs.

### **CHANGES TO SCHOOL POLICIES**

To maintain an innovative approach to continuing education, Milan Institute of Cosmetology reviews its policies and curriculum periodically and makes necessary revisions.

Milan Institute of Cosmetology reserves the right to change the programs offered, start dates, tuition rates, fees, admission policies, attendance requirements, and other rules concerning the school. These changes will follow the regulations of government agencies which monitor the school.

Changes made after publication of this catalog will be added as addenda to the back of this catalog. The school expects its students to have knowledge of the information presented in this catalog and in other school publications, notices and updates.

### **STUDENT INFORMATION PORTAL**

The Student Information Portal provides students instant access to their academic information, attendance reports, student ledger, payment schedule, financial aid awards and more. The portal should be utilized to view and monitor a student’s progress throughout school. Students can access the portal at any time through the internet with a unique user ID and password inside or outside our network at <http://studentinfo.milaninstitute.edu>

### **NONDISCRIMINATION**

Milan Institute of Cosmetology does not discriminate on the basis of race, color, national origin, ethnic origin, religion, sex, disability, or age in its admission, employment, treatment, or access to programs and activities. The Campus Director is the individual designated to handle inquiries regarding non-discrimination policies and complaints of discrimination. The Campus Director maintains an office on campus. He/she may be contacted by visiting the campus or via telephone- campus contact information is provided on cover page of this publication.

For further information on notice of non-discrimination, please visit:

<http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> or call 1-800-421-3481 for the address and phone number of the office that serves your area.

## **STUDENTS WITH DISABILITIES**

Milan Institute of Cosmetology is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the programs offered by Milan Institute of Cosmetology.

Students requesting auxiliary aid and services must submit an Application for Auxiliary Aid, including supporting documentation, to the School Director. Applications must be submitted at least two weeks before classes commence, or as soon as possible. Supporting documentation must be in the form of a documented physical, medical, or psychological condition which has been verified by a professional. Delays in submission of all required documentation will delay a decision regarding the request for accommodation.

Decisions are made to grant or deny requests for accommodations within ten (10) business days of receipt of all requested documentation.

Upon approval of the request, the Campus Director and Education Leader will develop a plan to meet the student's needs. The plan may include academic accommodations and modifications for instructional methods.

Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy should be directed to the Corporate Compliance department via email at [comments@milaninstitute.edu](mailto:comments@milaninstitute.edu), or by calling (559) 735-3818 ext 1012.

## **STUDENT RECORDS ACCESS, SECURITY AND RELEASE**

The information in student files is confidential. A student's right to inspect these records is in accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended. Generally, we must have written permission from the student or the parent or guardian of dependent minors before releasing any information from the student's financial aid record. However, the law allows us to disclose records, without consent, to the following:

A school MAY disclose education records without consent when:

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;
- The student is seeking or intending to enroll in another school;
- The disclosure is to state or local educational authorities, the school's accrediting agency, those agencies auditing or enforcing Federal or State supported education programs, and those enforcing Federal laws which relate to those programs;
- The disclosure is to the parents or guardians of a student who is a dependent for income tax purposes;
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
- The disclosure is pursuant to a lawfully issued court order or subpoena; or the information disclosed has been appropriately designated as directory information by the school.

At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include the following:

- Name
- Home address
- Home telephone number
- Major field of study
- Dates of attendance
- Degrees and awards received

Students may withhold directory information by notifying the Office of the Registrar in writing in accordance with the procedures contained in the public notice designating directory information.

The school will provide the proper supervision and interpretation of the student records when they are being reviewed.

Milan Institute of Cosmetology places a high emphasis on protecting confidentiality of student data. Employees are trained on confidentiality procedures. Data is secured either physically or in secured networks. Regular reviews of procedures and secured areas are made by staff. Any potential breaches are immediately investigated and promptly acted upon. Any questions regarding the campus' process of protecting confidentiality of student's data can be directed to [comments@milaninstitute.edu](mailto:comments@milaninstitute.edu).

### **STUDENT HOUSING**

Student housing is not available on campus. There are multiple housing units available in the community, and students will need to make their own housing and boarding arrangements.

### **STUDENT DISCOUNT**

Student may receive services at a 50% discount off the client price. Students are charged to cover the cost of products, utilities, towels, etc. Students will receive a 25% discount on retail products. All services and products must be paid for at the time of purchase.

### **STUDENT PHOTO RELEASE**

Students attending Milan Institute of Cosmetology give the school the absolute right and permission to take photographs and/or video of them in class, in clinic or in lab for advertising, trade publications and/or any other lawful practice.

### **CAMPUS SECURITY**

Milan Institute of Cosmetology publishes an annual security report that contains information concerning policies and procedures relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement an access to campus facilities, The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three (3) most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual report may be obtained from the Campus Director's office during regular business hours.

Milan Institute of Cosmetology will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

Milan Institute of Cosmetology reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

### **STUDENT GRIEVANCE POLICY**

When problems arise, students should make every attempt to resolve the issue by following the formal complaint procedure. The procedure is as follows:

1. Contact the Instructor in charge to resolve the problem or complaint.
2. If the issue cannot be resolved with the Instructor, contact the Campus Director to schedule a meeting to discuss the concern.

3. If a mutual solution cannot be reached with the School Director, the student should submit a written complaint online at [milaninstitute.edu/complaint](http://milaninstitute.edu/complaint) form. A corporate mediator will facilitate review of the grievance within 10 days and a written response will be sent to the complainant with the decision and/or resolution.
4. The student has the right to appeal the decision of the mediator and submit the complaint letter to the President of Amarillo College of Hairdressing, Inc. d/b/a Milan Institute/ Milan Institute of Cosmetology, located at 3356 S Fairway Street, Visalia CA, 93277; Fax: (559) 733-7831; Phone: (559) 735-3818 ext. 1012; Email: [Comments@milaninstitute.edu](mailto:Comments@milaninstitute.edu). The President's decision will be communicated to the student.
6. The student has the right to appeal the decision of the President and submit the complaint letter to the school's state agencies and/or accrediting agency.
  - a. The school's accrediting agency is the National Accrediting Commission of Career Arts and Sciences (NACCAS) located at 3015 Colvin Street, Alexandria, VA, 22314: Phone: (703) 600-7600.
  - b. 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 toll-free 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).
  - b. The school has an additional state agency for a cosmetology-related program is the Board of Barbering and Cosmetology (BBC), P.O. Box 944226, Sacramento, CA, 94244, Phone: (800) 952-5210.

The school maintains its complaint log for at least two years.

#### **ARBITRATION POLICY**

Should a dispute arise which could not be settled through the school's internal grievance procedures, students and the school have agreed to arbitration at the time of enrollment as the only means legal recourse. Any dispute a student may bring against Amarillo College of Hairdressing, Inc., and/or any of its wholly owned subsidiaries, Milan Institute, Milan Institute of Cosmetology, or any of its parents, subsidiaries, successors, officers, directors, or employees, without limitation, (hereinafter collectively and individually referred to as "ACH") or which ACH may bring against a student, no matter how characterized, pleaded or styled, shall be resolved by binding arbitration pursuant to the Federal Arbitration Act and conducted by the American Arbitration Association ("AAA"), at the ACH location which the student attends or was attending, and under its Supplementary Rules for Consumer Related Disputes, and decided by a single arbitrator. Any dispute over the interpretation, enforceability or scope of this Arbitration Agreement shall be decided by the Arbitrator, and not by a Court. Both students and school explicitly waive any right to a jury trial, and understand that the decision of the arbitrator will be binding, and not merely advisory.

Neither ACH nor student shall file any lawsuit against the other in any court and agree that any suit filed in violation of this provision shall be promptly dismissed by the court in favor of arbitration. Both ACH and school agree that the party enforcing arbitration shall be awarded costs and fees of compelling arbitration.

The costs of the arbitration filing fee, arbitrator's compensation, and facilities fees that exceed the applicable court filing fee will be paid by ACH.

Any dispute or claim brought by ACH or student shall be brought solely in their individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action.

Any remedy available from a court under the law shall be available in the arbitration.

To the extent a student has outstanding federal student loan obligations incurred in connection with their enrollment at ACH, any arbitration award providing monetary damages shall direct that those damages be first paid toward the student loan obligations.

Students and/or ACH may, but need not, be represented by an attorney at arbitration.

Information about the AAA arbitration process and the AAA Supplementary Rules for Consumer Related Disputes can be obtained at [www.adr.org](http://www.adr.org) or 1-800-778-7879. Students must disclose the Arbitration Agreement document they signed at the time of enrollment to the AAA.

## **RULES OF CONDUCT**

The school sets forth specific expectations for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training can only enhance the graduate's potential for success.

### **Students are expected to:**

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Theory class is a critical part of your training.
2. Arrive for all classes on time. Students may not be allowed to attend class or to clock in until the scheduled class is dismissed. The determination will be made by school staff based on the circumstances causing the tardiness. Excessive tardiness may result in suspension.
3. Complete all assigned theory, practical and clinic assignments in the designated time frames. It is the student's responsibility to contact the instructor regarding makeup exams. The Final Transcript of Hours will not be released to the student or State Board until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
4. Notify a staff member within one (1) hour of your start time of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
5. Notify a staff member when leaving the facility for any reason other than lunch time and closing.
6. Only perform services on clients after successfully completing the Phase One Requirements and have passed a written and practical competency evaluation.
7. Practice courtesy and professionalism at all times when dealing with other students, clients, instructors, staff and visitors.
8. Follow all state laws and regulations at all times during school.
9. Comply with the school's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress may cause loss of or delays in funding, delay in graduation and additional tuition charges.
10. Park only in the designated areas for student parking. Front row parking is ALWAYS reserved for client use. The school does provide parking for its students.
11. Keep all student and client analysis and service records up to date.
12. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
13. Strive to continually improve abilities through education and practice.

## **GROUND FORS FOR DISCIPLINARY ACTION**

The following types of social behavior that keep you and your fellow students from learning are not acceptable and may result in a warning, probation, suspension and/or termination. *Milan Institute of Cosmetology reserves the right to take any disciplinary action it deems necessary and reasonable under the circumstances.*

- a. Refusing to service an assigned customer or refusing to comply with the instructor's assignment. Unprepared or refusal to perform a clinic service or practical assignment may result in the student leaving for the day. Excessive refusals may result in termination.
- b. Disrupting class or sleeping in class.

- c. Not involved in curriculum related activities at all times while clocked in. Students who are clocked in may not linger in the facility and distract other students from training responsibilities. Excessive time in the student lounge is not allowed.
- d. Unauthorized personal visitors to the school. Guests will be asked to leave unless they are scheduled for a service in the student salon.
- e. Using the business phone or personal cellular phone for incoming or outgoing calls without the expressed permission of a staff member.
- f. Cheating, dishonesty or falsification of records.
- g. Not following scheduled breaks. The time for breaks will depend on the classes scheduled and the student salon floor services that are assigned. Students are required to clock out for a minimum of 30 minutes each day for a lunch break. Failure to do so may result in lost time and/or disciplinary action. As consideration to fellow students, clients and instructors, please notify the school if you are not returning from a lunch break.
- h. Not following time clock procedures by not clocking in and out accurately to reflect hours in attendance. No student may clock in/out for others. If a student fails to clock in/ out, they will not receive credit for time in school.
- i. Not following sanitation requirements. Understand that training involves sanitation, cleanliness and equipment care. Students are responsible for personal workstations and work areas. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all students to follow sanitation rules and practices at all times.
- j. Non-compliance with the published dress code which includes students wearing the required name badge and practicing proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until in compliance.
- k. Violation of Student Social Media policy or Anti-Bullying policy.
- l. Criticizing another student's work.
- m. Cursing; using foul language or vulgar language; immoral or unprofessional conduct, discussing sexual activities or beliefs, unethical and unprofessional subject matter during school hours.
- n. Arguing with an instructor in the presence of another student or customer.
- o. Consuming or possessing alcoholic beverages and/or illegal substances during school time or on school grounds.
- p. No smoking, chewing gum, eating and/or drinking except in designated areas.
- q. Theft from a student, customer, or school (property and/or money) will result in immediate termination. Students are responsible for the security of their own property. The school is not responsible for lost, stolen, missing, and/or broken items.
- r. Behavior which creates a safety hazard to self, students, faculty, or staff including, but not limited to willful destruction of property and possession of weapons while on campus.

A student who, upon violation of a conduct policy or other egregious behavior or incident, is placed on a status of Probation due to conduct unbecoming of a student at Milan Institute of Cosmetology. This status is an official warning that the student's conduct is in violation of Milan Institute of Cosmetology Student Rules, but does not merit, at this point, an expulsion or suspension.

A student on conduct probation is deemed "not in good standing" with Milan Institute of Cosmetology. If there is a finding of responsibility for subsequent violations of the student rules during this period of time, more severe sanctions may be administered including immediate termination. Student who are subjected to Conduct Violations face actions to be determined based on the severity of the issue at hand and documentation of such will remain in the permanent student file.



## **CHEATING POLICY**

Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false or misleading information to the school's Instructors or administrative staff. Students shall not engage in any of the following activities:

- Give or receive advance information about quizzes, tests, or examinations;
- Assist another student in dishonest practices
- Present someone else's work or ideas as your own;
- Have another person do work which is then submitted as their own;
- Include another person's work as part of their work, without proper acknowledgement or documentation.

When a student is charged with cheating or plagiarism, and the Instructor has proof to back up the charges, or a student admits to the charges when confronted, the Instructor may handle the situation in the following ways:

1. Issue an oral warning or a written warning that will be put in the student's permanent academic file.
2. Issue the student an "F" or "0" on the assignment or test in question.
3. Issue the student an "F" for the entire class.
4. Refer the student to the school director for disciplinary action, which may include suspension or dismissal from the school.

## **STUDENT SEXUAL HARASSMENT POLICY**

### **Policy Overview**

It is the policy of Milan Institute of Cosmetology to ensure that students can learn in a safe and nondiscriminatory educational environment based on religious, racial, sexual harassment and violence. Milan Institute of Cosmetology strictly prohibits any form of religious, racial, sexual harassment and violence. It is a violation of college's policy for a student, faculty member, staff member, administrator, third party or other employee to harass a student, faculty member, administrator or other college personnel through conduct or communication of a sexual nature. It is a violation of college's policy for any student, faculty member, administrator, third party or other college personnel of Milan Institute of Cosmetology to inflict or threaten to inflict, or attempt to inflict sexual violence upon any student, faculty member, administrator or other college personnel.

### **Definitions—Sexual Harassment**

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- submission to that conduct or communication is made a term or condition, either explicitly, of obtaining or retaining employment, or of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment may also include but is not limited to:

- unwelcome verbal harassment or abuse;
- unwelcome pressure for sexual activity;



- unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by faculty members, administrators, college law enforcement, or other college personnel to avoid physical harm to persons or property;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status; or
- unwelcomed behavior or words directed at an individual because of gender.
- Of importance is to note that sexual harassment or violence does not have to occur between different genders. Same sex harassment and violence will be treated equally as sexual harassment or violence between same sex members.

### **Reporting**

Any person who believes he or she has been the victim of sexual harassment or violence by a student, faculty member, administrator or other college personnel of Milan Institute of Cosmetology should report the occurrence to any agent or responsible employee of the college. An employee may be required only to report the harassment to other school officials who have the responsibility to take appropriate action or to take the appropriate action themselves if they are a designated official.

### **Privacy**

Milan Institute of Cosmetology will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible. The college will attempt to honor a student's request that his or her name be withheld, if this can be done consistently with the school's obligation to remedy the harassment and take steps to prevent further harassment.

### **Action**

Milan Institute of Cosmetology is required to investigate all accusations of sexual harassment and violence and to take the appropriate actions which could include disciplinary proceedings against any individuals found to be in violation of this policy.

### **Anti-Retribution**

Any person who retaliates against another for testifying, assisting or participating in an investigation or proceeding relating to harassment or violence shall be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, retribution or harassment.

## **STUDENT SEXUAL ASSAULT, DOMESTIC AND DATING VIOLENCE POLICY**

Milan Institute of Cosmetology is committed to maintaining a safe and secure campus for all of its students and employees. Milan Institute of Cosmetology's policy on Sexual Violence, Domestic Violence and Dating Violence specifically addresses procedures that must be followed when an incident of sexual assault, domestic violence, dating violence or stalking is reported.

For detailed information and a copy of our policy, awareness and programs available, please visit: <http://milaninstitute.edu/consumer-and-clery-information/>

## **STUDENT SOCIAL MEDIA POLICY**

Milan Institute of Cosmetology recognizes that social media websites have become an important and influential means of communication for our current and former students. The objective of this policy is to help clarify how best to enhance and protect the personal and professional reputations of our students when participating in social media. It is important to keep in mind the privacy limitations when using social media websites.

In some cases, information posted on them can be made public, even when that information has been deleted by the user. Therefore, Milan Institute of Cosmetology expects and encourages all those participating to exercise caution and responsibility when using social media websites.

In accordance with Milan Institute of Cosmetology's Conduct Policy, as published in the Catalog, students are expected to conduct themselves in a professional manner. Students who are not in compliance are subject to disciplinary action, probation, suspension or termination at the discretion of the school administration. The policies and guidelines set forth below apply to any user who utilizes social media pages associated with Milan Institute of Cosmetology.

### **Types**

The social media applicable under this policy include, but are not limited to, the following: Facebook.com, Twitter.com, YouTube.com, MySpace.com, Pinterest.com, Google+.com, StumbleUpon.com, Delicious.com, Yelp.com, Instagram.com, Blogger.com, Typepad.com, WordPress.org, Wordpress.com, LinkedIn.com, imodules.com, Flickr.com, Foursquare.com, Gowalla.com, Scvngr.com and Tumblr.com.

### **Language/Behavior**

The following are considered unacceptable when using Milan Institute of Cosmetology social media websites:

- Vulgar or profane language.
- Obscene, defamatory, inaccurate, or hostile posts.
- Offensive terms/phrases, or photographs that disrespect individuals or groups based on race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of person.
- Threats of physical or bodily harm.
- Posting of sensitive information; including that which could compromise public safety, intellectual property, etc.
- Posting of photographs of oneself or others that can be reasonably interpreted as condoning the irresponsible use of alcohol, substance abuse, or are of a sexual nature.

### **Requirements**

We look forward to the comments and conversations generated via social media. Any posts on the school's social media sites or tags of the school found to be inaccurate, false, inappropriate, hostile, obscene, or defamatory toward any individual, group or organization will be removed. If students of Milan Institute of Cosmetology violate other Milan Institute of Cosmetology policies on the school's social media sites they may subject them to disciplinary action under appropriate judicial or other procedures. Students posting content in reflection of Milan Institute of Cosmetology (such as photos taken on grounds, "tags" with Milan Institute of Cosmetology in them, comments regarding Milan Institute of Cosmetology) are subject to the same guidelines set herein this policy. Students with unresolved issues with campus administration or the educational program should follow the Grievance Policy to resolve those matters. Social media websites are not the venue to resolve such issues. Any inappropriate, obscene, or defamatory posts will not be tolerated.

Users who choose to post, comment, or link text and/or multimedia on Milan Institute of Cosmetology's websites agree that such material may be reproduced, distributed, edited, and published in any form and on any media. Users agree not to violate copyright laws, post spam or advertisements, impersonate others, or partake in any type of hostile behavior, in any media.

### **ANTI-BULLYING STATEMENT**

Milan Institute of Cosmetology believes that all students have a right to a safe and healthy school environment in which mutual respect, tolerance, and acceptance are fostered. The school will not tolerate behavior that infringes on the safety of any student.

A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation; threats either directly or indirectly or any other activities that create a hostile environment at school that is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Milan Institute of Cosmetology expects students and/or staff to immediately report incidents of bullying to the Campus Director. Staff members who witness such acts will take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity and during a school-sponsored activity. Students who bully are in violation of this policy and are subject to disciplinary action up to and including termination

## **CAREER SERVICES**

Milan Institute of Cosmetology offers career services to all graduates pursuing employment in their field of study. Services include assistance with creating resumes, guidance on how to conduct a job search, professionalism, and interview preparation. The Career Services faculty member develops and maintains close relationships with local businesses so that they may keep abreast of current employment opportunities to which graduates may be referred. Although no institution can guarantee employment, the Career Services faculty member at Milan Institute of Cosmetology makes every effort to help ensure that each graduate is prepared to effectively compete in the job market as they pursue their new career.

## **COPYRIGHT INFRINGEMENT POLICY**

Compliance with federal copyright law is expected of all students. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

You may "use" all or part of a copyrighted work only if (a) you have the copyright owner's permission, or (b) you qualify for a legal exception (the most common exception is called "fair use"). "Use" of a work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying, or publicly performing the work.

Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur on or over the school's networks or other computer resources may create liability for the school as well as the computer user.

Students who violate Copyright Infringement Policy are subject to disciplinary action, including suspension and termination.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

**Legal Alternatives**

An extensive online list of legal downloading resources is available at <http://www.educause.edu/legalcontent>. EDUCAUSE, is a nonprofit organization committed to promoting the intelligent use of information technology to advance higher education. Resources on the list include websites such as Amazon MP3 Downloads, MediaNet and Best Buy.

**DRUG FREE ENVIRONMENT**

Milan Institute of Cosmetology maintains a drug-free campus and work place. Milan Institute of Cosmetology maintains a list of community drug rehabilitation centers that specialize in drug abuse treatment where, if help is needed, the student or employee may receive help. A copy of this list may be obtained from the Campus Director's office. Milan Institute of Cosmetology will not tolerate any illegal drugs or alcohol being used on the campus. The school refers students to outside agencies when the student requests assistance. The school complies with Section 487 (a) (10) of the Higher Education Act Amendments of 1986 concerning drug abuse prevention programs for students.

**CONTROLLED SUBSTANCE POLICY AND NOTICE TO ALL EMPLOYEES AND STUDENTS**

This statement is distributed to all new students and employees at the orientation session prior to commencing classes or employment, and is updated each year of attendance or employment.

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance within the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program. Drug free awareness program and detailed information regarding dangers of drug abuse, assistance with drug counseling and rehabilitation programs are available.

These local agencies can provide assistance to our employees, students and their families:

Kings View Alcohol & Drug Service  
for Kings County  
1393 Bailey Drive  
Hanford, CA  
(559) 582-4481

National Council on Alcoholism  
& Drug Dependence  
525 E. Bardsley  
Tulare, CA  
(559) 688-2994

As stated above, students and employees are subject to termination for violation of this school rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the school.

- A. Your continued schooling and/or employment is subject to:
  - 1. Abide by the terms of this statement, and

2. Notify the administration of any criminal statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
- B. The US Department of Education will be notified within 10 days after receiving notice under subparagraph A. 2. from an employee or student or otherwise a copy of such conviction will be submitted to the US Department of Education.
- C. The school will take the following actions within 30 days of receiving notice under subparagraph A. 2. with respect to any employee or student who is so convicted.
  1. Terminate employment of the employee or the schooling of the student, or
  2. Require such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, enforcement, or other appropriate agency.
- D. Any student that is convicted of any offense, during a period of enrollment for which the student is receiving Title IV, HEA programs funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484 (r) (1)); (20 U.S.C. 1091 (r) (1)).

<b>Drug Information Hot Lines:</b>	(800) 662-HELP
National Institute on Drug Abuse	(800) 843-4971
National Clearinghouse for Drug Information	(800) 729-6686
U.S. Dept of Education, SouthWest Region	(213) 598-7661
U.S. Dept of Education Task Force	(202) 708-9069

**DRUG FREE STATEMENT**

In recognition of the problems associated with drug and alcohol abuse in society today, Milan Institute of Cosmetology provides all students and employees with the following information:

1. The unlawful possession, use or distribution of illicit drugs and alcohol on school property or in connection with any school activity is strictly prohibited. This prohibition applies to all students and employees.
2. The following legal sanctions are applicable for the unlawful possession or distribution of illicit drugs and alcohol:

Local: Penalties vary based on the severity of the offense and the number of offenses. Sanctions for possession of an illegal substance for the first time could range from fines of \$40,000 and up but not limited to 40 years' imprisonment.

State: Penalties vary based on the nature of the illegal substance, the offense and whether there is a repeat offense. First offenders may receive up to nine years with repeat offenders could receive life imprisonment. A schedule of fines up to but not limited to \$50,000 also is in place.

Federal: Penalties for unlawful manufacturing, distribute and dispensing of controlled substances are provided under the Federal Controlled Substances Act. The penalties are determined by the nature of the drug or other substance, the amount of drugs or other substance involved, and the number of offenses.

Examples of Federal Drug Trafficking Penalties:

First Offense      Second Offense

Marijuana (1,000 kg or more)      Not less than 10 years      Not less than 20 years

Heroin (100-999 grams)      Not less than 5 years      Not less than 10 years

Not more than 40 years      Not more than life

3. There are various health risks associated with the use of illicit drugs and the abuse of alcohol. Some of the more common problems are cited below:

Marijuana—Use can lead to an increase in heart rate up to 50%, a sense of euphoria, acute anxiety and tremendous mood swings. There is a potential for long term physical and psychological damage.

Cocaine—Use can affect the brain in seconds and result in heart or respiratory failure.

Crack—Use can lead to an intense high within seconds, deep depression, and an intense dependency in a short time.

Amphetamines—Use increase heart and breathing rates, raises blood pressure while often causing blurred vision, dizziness, lack of sleep and anxiety. Body chemistry is upset and can lead to long term physical problems.

Alcohol—Use can lead to a feeling of confidence and control. Liver, brain, heart and stomach destruction goes on even without apparent symptoms. Use for a period of time often causes dependency and may be fatal.

4. There is help available to our students and employees. Milan Institute of Cosmetology offers a confidential referral program for employees and students. Further information is available in the school administrative office and in the Drug Awareness section of this publication.

5. Any student or employee who is a drug or alcohol offender will have disciplinary action imposed by the school. These sanctions may include any or all of the following:

- Mandated treatment for problem.
- Mandated attendance at local treatment center.
- Mandated completion of a drug rehabilitation program.
- Mandated probation period not to exceed one month.
- Expulsion from school or discharge from employment.

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### **ACADEMIC INFORMATION**

#### **PROGRAM MEASUREMENT**

An academic year is equivalent to 900 clock hours and is a minimum of 26 weeks or 36 quarter credits and is a minimum of 30 weeks in length. One quarter credit unit is equal to twenty-five (25) clock hours. Each program is defined by its individual academic requirements, which are listed in the course description section of this catalog.

#### **LEARNING RESOURCES**

Cosmetology students follow Today's Class e-curriculum. Esthetician students follow Milady's Standard Fundamentals for Estheticians. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these materials.

#### **FORMAT**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The programs are presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the programs.

#### **EQUIPMENT**

All of Milan Institute of Cosmetology's students work with equipment applicable to the competencies required of their program such as; shampoo bowls and chairs, dryers, thermal hair straighteners, mannequins, manicure stations with chairs, facial chairs, various facial machines, manicure heater, paraffin wax heater, wax machine, pedicure tub and other equipment commonly found in salons and other locations where these services are performed. Classroom computers, LCD projector and screen and marker boards are also utilized.

#### **EXPENDABLE SUPPLIES**

The school furnishes all expendable supplies used by the student for training. No outside product is allowed on campus to work on clients, mannequins, or self.

#### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Academic Progress ("SAP") is a requirement for all Milan Institute of Cosmetology students. Students receiving funds under any Federal Title IV financial aid assistance programs must maintain satisfactory academic progress in order to continue eligibility for such funds. Progress is measured in terms of both attendance and course work. The SAP policy is provided to students prior to enrollment.

All students are evaluated for Satisfactory Academic Progress at the end of the first payment period or midpoint of the program or academic year, and at the end of the program or academic year. An academic year in a clock hour program is a minimum of 900 clock hours AND 26 weeks. A week is considered any seven-day period from Sunday through Saturday in which at least one schedule class day occurs.



Milan Institute of Cosmetology uses the following payment period completion points to evaluate satisfactory academic progress:

**Cosmetology Program Day (30 hours per week)**

450 scheduled hours and 15 weeks

900 scheduled hours and 30 weeks

1250 scheduled hours and 12 weeks from start of 2<sup>nd</sup> academic year- (must meet 350 scheduled hours and 12 weeks in payment period)

**Cosmetology Program- Eve (20 hours per week)**

450 scheduled hours and 22.5 weeks

900 scheduled hours and 45 weeks

1250 scheduled hours and 17.5 weeks from start of 2<sup>nd</sup> academic year- (must meet 350 scheduled hours and 17.5 weeks in payment period)

**Esthetician Program Day (25 hours per week)**

300 scheduled hours and 12 weeks

**Clock Hour Program**

The student's academic progress is evaluated at the point the student is scheduled to complete the required clock hours and scheduled weeks for that payment period. Students must maintain (1) an accumulative grade point average of 2.0, and (2) an attendance rate of 67% of the scheduled hours.

To successfully complete a program, the student must complete 100% of the program requirements within no more than 150% of the program length, measured in scheduled hours.

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory progress until the next scheduled evaluation.

If a student is granted credit for previous training or experience, the granted courses will not be assigned a letter grade, but will be recorded with a grade of "pass", which will not count towards the student's grade point average calculation and will not affect the grade point average element of satisfactory academic progress. Transfer hours are included as completed hours for purposes of measuring rate of progress.

Transfer hours are accepted toward completion of a student's program as both hours attempted and hours completed for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on scheduled contracted hours at the institution.

**Grading**

To assess the qualitative measure of academic progress, students are assigned theory study and a minimum number of practical performances. 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. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.



Numerical grades are considered according to the following four-point scale which is also used to determine academic standing:

90 - 100% =	A =	4.0
80 - 89% =	B =	3.0
70 - 79% =	C =	2.0
60 - 69% =	D =	1.0
Below 60% =	F =	0.0

### **Non-credit Remedial Courses**

Non-credit remedial courses have no effect upon the institution's satisfactory academic progress standards as no such courses are offered at NACCAS accredited schools.

### **Institutional Withdrawal**

Withdrawing from the institution has no effect upon the student's satisfactory academic progress.

### **Consequences of Failure to Meet Satisfactory Academic Progress Standards**

A student failing to meet the minimum satisfactory progress listed above will be placed on a *Financial Aid Warning* for one evaluation period with the opportunity to meet minimum standards. If at the end of this *Financial Aid Warning* period the student has not satisfied the minimum requirements as outlined, the student will lose their eligibility for financial aid. To regain financial aid eligibility after this point, the student must make an appeal. After a successful appeal the student will be placed on *SAP Probation* status for one evaluation period as long as satisfactory academic progress standards can be met by the end of the subsequent evaluation period. If the student fails to meet the terms of the *SAP Probation* the student will lose financial aid eligibility permanently for program of enrollment.

While on a *Financial Aid Warning* or *SAP Probation* the student remains eligible for financial aid.

If it is determined at the time of evaluation that the student is not attending at a pace to complete the program within the established 150% maximum time frame, or the student actually exceeds the maximum time frame, the student will become Financial Aid Ineligible and will be dropped from the program.

Students are notified in writing of satisfactory academic progress evaluation results. If students are failing to meet standards, a *Financial Aid Warning* or *SAP Probation* notice must be signed by the student confirming receipt. Students meeting progress will be notified of the results in writing with no confirmation signature required. A copy of all notification is maintained in the student file.

**Leave of Absence / Temporary Interruptions** – For students returning from an approved leave of absence, their contract period and maximum time frame will be extended by the same number of days taken in the leave of absence. Reasonable provisions will be provided for LOAs or other temporary interruptions, such as academic advising or review of material when resuming training.

**SAP Re-Entry** - Students who have violated FA Probation and have been dismissed shall not be readmitted to the same program if they have exceeded, or may exceed, MTF until they re-establish appropriate SAP standing (e.g., transfer credits, as appropriate).

## **Appeal Procedure**

A student who loses aid eligibility due to failure to maintain satisfactory academic progress may appeal the status. The student must submit a written appeal of the dismissal within one week of the date the school took action. The appeal should be addressed to the School Director. The reasons for which a student may appeal include death of a relative, an injury or illness of the student, death in the family, etc. Supporting documentation must accompany the written appeal. For example, an appeal based on illness of the student should include applicable medical documentation. After successful appeal, with an academic plan, the student will be placed on *SAP Probation* for the following evaluation/payment period. The student must be at satisfactory academic progress at the end of the probationary period or financial aid eligibility will be terminated.

The student's appeal must address the following:

- The basis for the appeal – description of the special circumstances and;
- The reason why the student failed to meet the SAP standard(s) and;
- What has changes in the student's situation so that he or she will now be able to meet SAP standards.

The student's written appeal and the documented results as determined by the institution are retained in the student file.

## **Re-enrollment/Re-entrance**

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same progress status as when they left.

## **LEAVE OF ABSENCE**

Milan Institute of Cosmetology permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, that there is a reasonable expectation that the student will return, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), temporary disability, medical reasons, or other reasons such that the campus determines that an LOA is in the student's best interest. A student may take multiple leaves of absence as long as the total leaves of absence do not exceed 180 days during any 12-month period.

However, an LOA will not be granted for any of the following reasons:

- The courses that the student needs are not available;
- The courses that the student needs are available, but the student declines to take them;
- An externship/internship site is not available for the student;
- A student is unable to pay tuition;
- The student is failing a course(s); or
- To delay the return of unearned federal funds.

Students requesting an LOA must submit a signed and completed Leave of Absence Request Form prior to the beginning date of the leave. If circumstances of an unusual nature that are not likely to recur prevent the student from submitting the request in advance, the leave may still be granted, but only if:

- The school documents the unforeseen circumstances and the Education Leader, Dean or Director determines that these circumstances meet the exception requirements (i.e., "of an unusual nature and not likely to recur"), for example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the LOA in advance, and

- The student submits a signed and completed Leave of Absence Request Form. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.

Students granted an LOA that meets these criteria are not considered to have withdrawn, and no refund calculation is required at that time.

#### **Re-Admission Following a Leave of Absence**

- Upon return from leave, the student will be required to repeat the modules or class, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module or class from which the student took leave or for students returning from a leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a class or module.
- When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

A student's contract period will be extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

#### **Extension of Leave of Absence**

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Dean, Education Leader or Director provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave.
- Appropriate modules or classes required for completion of the program will be available to the student on the date of return. If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

#### **Return from a Leave of Absence**

A student must return from a LOA on or prior to the scheduled date of return. Students in modular based programs may return prior to the scheduled return date as long as they return on the first day of any appropriate module.

#### **Failure to Return from a Leave of Absence**

If the student does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student's last day of attendance (LDA) for purposes of calculating a refund. A Title IV refund calculation will be completed using the last date of attendance prior to the start of the LOA.

### **Possible Effects of Leave of Absence**

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module or class required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered
- Financial aid may be affected
- The LOA could also affect the student's:
  - Loan repayment terms, including the exhaustion of some or all of the student's grace period
  - Rate of progress
  - Maximum time frame for completion

### **ATTENDANCE POLICY**

Attendance is valued and expected. Students are expected to arrive for classes at the scheduled time and remain on task until their scheduled departure time. Student performance and punctuality are important components of dependability and directly relate to employment options in the business world. To ensure the commitment to student success, Milan Institute of Cosmetology expects that attendance be taken in all classes, starting with the first day of the class.

Milan Institute of Cosmetology recognizes the correlation between attendance within the program of study and success defined as student achievement. Absences prevent students from receiving essential academic information, disrupt orderly course progress, and diminish the quality of group interaction in class. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. Class attendance is monitored beginning with the first class meeting, and students are expected to attend all class sessions for which they are scheduled. It is the responsibility of the student to arrange to make up of any course work missed and to notify the instructor when an absence will occur. Milan Institute of Cosmetology does not differentiate between excused and unexcused absences. Students are expected to call in if absent, for courtesy and responsibility, as if they were in the work environment.

### **ACADEMIC AND ATTENDANCE ADVISING POLICY**

Any students falling below Satisfactory Academic Progress (SAP) at mid-point and end of contracted program will be advised of their academic and attendance standing by a designated school official. Students who are not meeting minimum expectations will be provided SAP notification and an Academic Plan to provide guidance on improving standing to achieve completion. The student portal is available to all students to check standing as needed. Instructors encourage students to utilize their portal. See SAP policy for additional information

Student's strengths and areas requiring improvement are identified and plans for improvement are discussed during the advising to provide a student the opportunity to achieve expectations. When professional assistance is needed students are provided contact information for those community resources (also posted on the Student Intranet page). Documentation will be signed by both the school official and the student. The signed documentation will be retained in the student's official academic file located in the Student Information System.

### **MAKE-UP WORK**

The school establishes well defined practical and theory course requirements for graduation. Due to the fact that the course is taught to adult students who have many other life responsibilities and who cannot attend class 100% of the scheduled time in most cases, the school has set forth a reasonable policy for making up missed tests or failed tests by re-taking tests to achieve a satisfactory score. Students must pass exams at 70% or higher to be eligible for completion.

Students who have failed or missed an exam, are encouraged to make up the exam as soon as possible during the designated make up exam session facilitated by a campus education official. Students must complete an outline of the chapter or similar assignment prior to making up the test to ensure the student has reviewed the chapter. All tests are similar to State Board format – no notes or open book allowed. Students will take the makeup test in a designated classroom or office with an education official proctoring the exam.

### **GRADUATION REQUIREMENTS**

Upon successful completion of the program students may be eligible to sit for the State licensing exam. Students in all programs must complete all subjects outlined in their designated program with no grade under 70% in any subject to be eligible for graduation. All students are required to pass the school's final examination with a grade of not less than 70% on both practical and written exams prior to graduation. Students who are in good standing with their financial obligations to the school will receive their Certificate of Completion and transcript.

### **VERIFICATION OF ATTENDANCE/TRANSCRIPTS**

Graduates requiring official verification of attendance or transcripts to be sent to other educational institutions must submit such a request in writing. Allow 30 days for the verification of attendance or the transcript to be sent. A complete academic transcript and certificate of completion will not be sent if a student has not met his/her financial obligations with Milan Institute of Cosmetology.

### **LICENSURE EXAMINATION**

Examination for licensure shall consist of both a practical and written examination for each of these principles. The written examination is endorsed by the National Interstate Council of State Boards of Cosmetology (NIC). The practical examination will be the NIC examination specific to the discipline for which licensure is sought. A minimum score of 75% is required to pass the practical and written examinations.

Failure to appear for an examination, unless approved by the board, shall cause an immediate forfeiture of the application fee. Applicant has the responsibility to apply and pay the fee for a Re- Exam date within 1 year of the original scheduled test date.

### **FAILURE TO PASS LICENSURE EXAMINATION**

Applicants who fail to pass an examination have the opportunity and responsibility to apply and pay the fee for a Re- Exam date within 1 year of the original scheduled test date. If the Applicant does not pass both the practical and written portion within 1 year of the original scheduled exam- both portions of the exam will need to be retaken.

Failure to appear for an examination, unless approved by the board, shall cause an immediate forfeiture of the application fee. Applicant has the opportunity and responsibility to apply and pay the fee for a Re- Exam date.

### **LICENSING REQUIREMENTS**

The general requirements for obtaining a cosmetology license are that all applicants must:

1. pass the State Board Examination;
2. pay the required fee; and
3. Is not less than 17 years of age.
4. Has completed the 10th grade in the public schools of this state or its equivalent.
5. Is not subject to denial pursuant to Section 480.
6. Has done any of the following:
  - a. Completed a course in cosmetology from a school approved by the board.
  - b. Practiced cosmetology as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the

board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.

c. Holds a license as a barber in this state and has completed a cosmetology crossover course in a school approved by the board.

d. Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board.

e. Completed the apprenticeship program in cosmetology specified in Article 4 (commencing with Section 7332).

*(Amended by Stats. 2003, Ch. 788, Sec. 14. Effective January 1, 2004.)*

The general requirements for obtaining an esthetician license are that all applicants must:

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

*(Amended by Stats. 2003, Ch. 788, Sec. 16. Effective January 1, 2004.)*

## **REFUSAL, REVOCATION OR SUSPENSION OF REGISTRATION OF LICENSE**

The board may either refuse to issue or renew, or may suspend or revoke, any registration or license for any one (1) of the following causes:

- (1) Conviction of a felony evidenced by a certified copy of the record of the court of conviction;
- (2) Malpractice or in competency;
- (3) Continued practice by a person knowingly having an infectious or contagious disease;
- (4) Advertising by means of knowingly false or deceptive statements;
- (5) Habitual intoxication or addiction to the use of morphine, cocaine, or other habit-forming drugs;
- (6) Immoral or unprofessional conduct;
- (7) Where the application is fraudulently made or the registration or license fraudulently obtained;
- (8) The violation of any of the provisions of this chapter, or rules adopted pursuant thereto.

## **VETERANS AND ELIGIBLE PERSONS RECEIVING EDUCATIONAL BENEFITS**

In addition to the standard policies in this catalog, the following applies to veterans and eligible persons receiving education benefits. Refer to the appropriate sections of this catalog for complete Transfer of Credit Policy, Satisfactory Academic Progress, and Attendance policies.

### **Transfer of Credit Policy**

During the enrollment process, incoming veterans and eligible persons are required notify their admissions representative regarding their previous coursework and experience. Veterans and eligible persons are required

to request a credit for previous coursework or experiential training for any program offered by the school. The institution will evaluate all previous education and training and grant credit when appropriate. Credits allowed will be recorded on the enrollment record and the length of the program shortened proportionately. The student shall be notified, with record of the evaluation and supporting transcripts being kept of this process. Each student must provide the school with (1) an official transcript with all previous postsecondary education and training and (2) the student's military discharge document DD-214 form prior to enrollment. Students should refer to the "Transfer of Credit" portion of this catalog for more detailed information specific to their program.

### **Satisfactory Academic Progress**

As with regular students, when progress of a student is unsatisfactory for an evaluation period, the student will be placed on financial aid warning. If, however, during the next progress period the student's progress is still unsatisfactory, the student's VA benefits will be interrupted and the Department of Veterans Affairs will be notified immediately. Students will only receive VA benefits, based on their eligibility, for the published length (100%) of the program. Students should refer to the "Satisfactory Academic Progress Policy" portion of this catalog for more detailed information specific to their program.

### **Academic Advising**

This section is the same for all students. See the appropriate catalog section for more information.

### **Attendance Advising**

This section is the same for all students. See the appropriate catalog section for more information.

### **Leave of Absence**

Students receiving veterans' educational benefits will be reported to the Department of Veterans Affairs upon taking a leave of absence. They may be re-enrolled for educational benefits upon return to class.



**PROGRAM TITLE:** COSMETOLOGY

1600 hours

**PROGRAM DESCRIPTION:**

The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field. All classes are taught in English. The course is divided into 2 sections – Phase 1 and Phase 2. Phase 1 is 360 hours taught in a minimum of 12 weeks for Day Sessions and 18 weeks for evening session..

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**PROGRAM TEXTS:**

- **Today's Class online curriculum – [www.todaysclass.com](http://www.todaysclass.com)**
- **Milady's Standard: Cosmetology- Online Licensing Preparation Access Code,**
- **State Board Rules and Regulations - [http://www.barbercosmo.ca.gov/laws\\_regs/index.shtml](http://www.barbercosmo.ca.gov/laws_regs/index.shtml)**

**REFERENCE MATERIALS:**

*In the Bag, Playing it Safe, Waxing Made Easy, Professional Men's Services: Haircutting, Step by Step Make up Videos, Art of Dressing Long Hair, Braids and Updo's Made Easy, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Microdermabrasion, Peels and Peeling Agents, Nail Structure and Product Chemistry, Art of African Hair Design, Nail Questions and Answers Book, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources. Reference materials subject to change.*

**METHODS OF PRESENTATION:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass written finals at the end of Phase 1, at mid-term and the end of the program. Practical Skills will be tested with a Practical Exam at the completion of Phase One Training, at mid-point and at the completion of approximately 1500 hours.

**EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study with a written assessment on-ground. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:



**GRADING SYSTEM:****WRITTEN AND PRACTICAL**

90% - 100% = A

80% - 89% = B

70% - 79% = C\*

60% - 69% = D

Below 60% = F

**BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and/or written) must be passed with 70% or higher to graduate

**KNOWLEDGE AND SKILL OBJECTIVES:****HOURS****Technical Instruction Training in Hair Dressing**

- 25 **PROFESSIONAL DEVELOPMENT:** Orientation, School Rules and Regulations, Professional and Personal Development, Professional Ethics, Professional Image, Personality Development, Life Skills, Communication Skills
- 65 **HAIRSTYLING:** Hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, other hair treatments, handling of implements used, molding arches and lines, fingerwaves, pin curls, stems & bases, roller curls stems and bases, comb-out techniques, style patterns and artistry in hairstyling, hair analysis, straightening, waving, curling with hot combs, curling irons, blow dry styling, press and curl, product knowledge and safety precautions.
- 40 **PERMANENT WAVING and CHEMICAL STRAIGHTENING:** Scalp & hair analysis, principal actions in chemical and heat perm waving, curling rods, procedures normal, tinted, bleached, problem hair, chemistry of relaxers, use of sodium hydroxide and other base solutions, conditioners, record cards/release statements, product knowledge and safety precautions.
- 60 **HAIRCUTTING:** Hair analysis, use of razor, scissors, electric clippers, thinning shears.
- 60 **HAIRCOLORING and BLEACHING:** Classifications, hair analysis, predisposition test, safety precautions, formula mixing, tinting, bleaching, dye removers, product knowledge, record cards/release statements and safety precautions
- 35 **SALON BUSINESS:** Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Taxes, Telephone Use, Advertising, Sales, Public/Human Relations, Employee and Client Relationships, Business Administration, Seeking Employment, Job Readiness, Salesmanship, Insurance
- 5 **MISCELLEANEOUS:** To be applied by the Instructor to strengthen student performance, supervised field trips, and related training.

**Technical Instruction in Health and Safety**

- 40 **STATE LAW:** Barbering and Cosmetology Act, Boards Rules and Regulations
- 30 **CHEMISTRY:** Chemical composition and purpose of cosmetic, nail, hair and skin care preparations; chemical makeup, chemical skin peels, physical and chemical changes of matter, pH and pH scale.
- 45 **HEALTH/SAFETY/HAZARDOUS SUBSTANCES:** Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics and communicable diseases including HIV/AIDS, Hepatitis B, and staph.
- 15 **ELECTRICITY:** Nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.

- 20 **DISINFECTION AND SANITATION:** Procedures to protect the health and safety of the consumer as well as the technician. Disinfecting instruments and equipment will be emphasized throughout training.
- 40 **ANATOMY/PHYSIOLOGY/BACTERIOLOGY**
- 10 **MISCELLENEOUS:** To be applied by the Instructor to strengthen student performance and related training.

### Technical Instruction in Esthetics

- 10 **PROFESSIONAL DEVELOPMENT:** Orientation, School Rules and Regulations, Professional and Personal Development, Professional Ethics, Professional Image, Personality Development, Life Skills, Communication Skills
- 25 **FACIALS:** Manual including cleansing, scientific manipulations, packs and masks; Electrical including the use of electrical modalities, dermal lights, electrical apparatus; Chemical including chemical skin peels, packs, masks and scrubs.
- 25 **EYEBROW BEAUTIFICATION (HAIR REMOVAL) and MAKE UP:** Skin analysis, complete and corrective makeup, false eyelash application, use of wax, tweezers, electric or manual and depilatories for removal of superfluous hair.
- 10 **SALON BUSINESS:** Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Taxes, Telephone Use, Advertising, Sales, Public/Human Relations, Employee and Client Relationships, Business Administration, Seeking Employment, Job Readiness, Salesmanship, Insurance.
- 5 **MISCELLENEOUS:** To be applied by the Instructor to strengthen student performance, supervised field trips, and related training.

### Technical Instruction in Manicuring and Pedicuring

- 10 **PROFESSIONAL DEVELOPMENT:** Orientation, School Rules and Regulations, Professional and Personal Development, Professional Ethics, Professional Image, Personality Development, Life Skills, Communication Skills
- 20 **MANICURING/PEDICURING:** Water and oil manicure, nail analysis, hand and arm massage, complete pedicure, nail analysis, hand and arm massage.
- 25 **ARTIFICIAL NAILS:** Acrylic, liquid, powder, nail tips, nail wraps and repairs
- 5 **SALON BUSINESS:** Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Taxes, Telephone Use, Advertising, Sales, Public/Human Relations, Employee and Client Relationships, Business Administration, Seeking Employment, Job Readiness, Salesmanship, Insurance
- 5 **MISCELLENEOUS:** To be applied by the Instructor to strengthen student performance, supervised field trips, and related training.

**PRACTICAL INSTRUCTION HOURS**

- 3 **PROFESSIONAL DEVELOPMENT:** Orientation, School rules and regulations, professional and personal development, professional ethics, professional image, personality development, life skills, communication skills, etc.
- 6 **DISINFECTION AND SANITATION:** The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria.
- 188 **WET HAIRSTYLING/SHAMPOOING:** Handling of implements used, molding arches and lines, fingerwaves, pin curls, stems & bases, roller curls stems and bases, style patterns artistry in hairstyling, comb-out techniques, product knowledge and safety precautions.
- 125 **THERMAL HAIRSTYLING** Handling of implements used, style patterns artistry in hairstyling, hair analysis, straightening, waving, curling with hot combs, curling irons, blow dry styling,
- 20 **THERMAL HAIRSTYLING: PRESS & CURL.** Press and curl, product knowledge and safety precautions.
- 120 **PERMANENT WAVING:** Scalp & hair analysis, principal actions in chemical and heat perm waving, curling rods, procedures normal, tinted, bleached, problem hair, record cards/release statements, product knowledge and safety precautions.
- 37 **CHEMICAL STRAIGHTENING:** Classifications, analysis of hair, chemistry of relaxers, use of sodium hydroxide and other base solutions, conditioners, product knowledge, record cards/release statements and safety precautions
- 150 **HAIRCUTTING:** Hair analysis, use of razor, scissors, electric clippers, thinning shears.
- 112 **HAIRCOLORING:** Classifications, hair analysis, predisposition test, safety precautions, formula mixing, tinting, bleaching, dye removers, product knowledge, record cards/release statements and safety precautions
- 38 **HAIR LIGHTENING:** Bleaching, highlights, foil weaves.
- 10 **SCALP AND HAIR TREATMENTS:** Hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, other hair treatments.
- 50 **FACIALS**  
**MANUAL FACIALS:** Manual including cleansing, scientific manipulations, packs and masks;  
**ELECTRIC FACIALS:** Electrical including the use of electrical modalities, dermal lights, electrical apparatus  
**CHEMICAL FACIALS:** Chemical including chemical skin peels, packs, masks and scrubs.
- 10 **EYE BEAUTIFICATION (HAIR REMOVAL):** Use of wax, tweezers, electric or manual and depilatories for removal of superfluous hair.
- 10 **MAKEUP:** Skin analysis, complete and corrective makeup, false eyelash application.
- 25 **MANICURING:** Water and oil manicure, nail analysis, hand and arm massage, nail analysis, nail art.
- 20 **PEDICURING:** Complete pedicure, including nail analysis and foot and ankle massage.
- 7 **ACRYLIC NAILS:** Includes acrylic, liquid, powder,
- 8 **ARTIFICIAL NAIL TIPS:** Includes nail tips
- 10 **NAIL WRAPS:** Includes nail wraps and repairs
- 17 **CLIENT COMMUNICATION:** Client education, client referrals, service recommendations, demonstrating exceptional customer service, re-booking clients, etc.
- 4 **SALON BUSINESS:** Evaluation of business administration performance including reception procedures, inventory, telephone techniques, salon business projects, salon field trip reports.

**1600 TOTAL HOURS**

**PROGRAM TITLE:** ESTHETICIAN

600 hours/25 weeks

**PROGRAM DESCRIPTION:**

The primary purpose of the Esthetician Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Esthetics or related career field. All classes are taught in English.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skin care services, work with facial machines, hair removal and makeup.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**PROGRAM TEXTS:**

- *Milady's Standard: Fundamentals for Estheticians*
- *Milady's Standard: Fundamentals for Estheticians Workbook*
- *Milady's Standard: Fundamentals for Estheticians CD-Rom*
- *Milady's Student Reference for Anatomy & Physiology*
- *Milady's Standard: Online Licensing Preparation Access Code*

**REFERENCE MATERIALS:**

*Make up DVDs, Skin Care Dictionary, Hair Removal Technique, Aromatherapy, The SPA Encyclopedia, Advance Face/Body Treatment, Common Skin Disease, Skin Care and Cosmetic Ingredients, Face Shapes, Skin Lesions, Anatomy and Physiology Wall Charts, Micro-dermabrasion and DVD, Chemical Peel and Exfoliation and DVD, Skin Type and Aging Analysis and DVD, various subject relevant media resources, and online resources.*

**METHODS OF PRESENTATION:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to take a written, phase one final exam, a mid-term and a final exam. Practical Skills will be tested with a Practical Exam at the completion of Phase One Training, and at the completion of approximately 500 hours or more.

**EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of practical performances. 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. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**PROGRAM TITLE:** ESTHETICIAN

600 hours/25 weeks

**GRADING SYSTEM:****WRITTEN AND PRACTICAL****90 % - 100 % = A****80 % - 89 % = B****70 % - 79 % = C****60 % - 69 % = D****Below 60 % = F****BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and written) must be passed with 70% or higher

**KNOWLEDGE AND SKILL OBJECTIVES:****Technical Instruction in Facials**

- 70** **MANUAL, ELECTRICAL, and CHEMICAL FACIALS:** Cleansing, scientific manipulations, packs and masks, use of electrical modalities, including dermal lights and electrical apparatus, chemical skin peels, packs, masks and scrubs for facials and skin care purposes.
- 40** **SALON BUSINESS:** Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Taxes, Telephone Use, Advertising, Sales, Public/Human Relations, Employee and Client Relationships, Business Administration, Seeking Employment, Job Readiness, Salesmanship, Insurance.
- 35** **PROFESSIONAL DEVELOPMENT:** Orientation, School Rules and Regulations, Professional and Personal Development, CPR/AED, Professional Ethics, Professional Image, Personality Development, Life Skills, Communication Skills, Products, tools and equipment use and safety, product knowledge.

**Technical Instruction in Health and Safety**

- 30** **STATE LAW:** Barbering and Cosmetology Act, Boards Rules and Regulations
- 35** **CHEMISTRY:** Chemical composition and purpose of cosmetic, nail, hair and skin care preparations; chemical makeup, chemical skin peels, physical and chemical changes of matter, pH and pH scale.
- 40** **HEALTH/SAFETY/HAZARDOUS SUBSTANCES:** Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics and communicable diseases including HIV/AIDS and Hepatitis B.
- 30** **ELECTRICITY:** Nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.
- 25** **DISINFECTION AND SANITATION:** Procedures to protect the health and safety of the consumer as well as the technician. Disinfecting instruments and equipment will be emphasized throughout training.
- 40** **ANATOMY/PHYSIOLOGY/BACTERIOLOGY:** Systems, cells, tissues, and organs; types and classifications of bacteria, viruses and fungi, skin analysis and conditions

**Technical Instruction and Practical Training in Hair Removal and Make-Up**

- 25** **EYEBROW BEAUTIFICATION:** Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories for removal of superfluous hair.
- 20** **MAKEUP:** Skin analysis, complete and corrective makeup, false eyelash application.

**PRACTICAL INSTRUCTION HOURS**

- 3      **PROFESSIONAL DEVELOPMENT/CLIENT COMMUNICATION:** Evaluated presentations of student's ability to interact with the client, build client retention, education clients on services and product, client referrals, client rebooking, etc.
- 3      **DISINFECTION AND SANITATION:** The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria.
- 40     **MANUAL FACIALS:** Client preparation, treatment area setup, product selection, skin analysis and care, manual facials including cleansing, scientific manipulations, packs and masks;
- 60     **ELECTRIC FACIALS:** Client preparation, treatment area setup, product selection, skin analysis and care, machine facials including the use of electrical modalities, dermal lights, electrical apparatus
- 40     **CHEMICAL FACIALS:** Client preparation, treatment area setup, product selection, skin analysis and care, chemical facials including chemical skin peels, packs, masks and scrubs.
- 21     **EYEBROW BEAUTIFICATION**  
      10        **HAIR REMOVAL:** Use of tweezers  
      40        **HAIR REMOVAL:** Use of wax and depilatories
- 40     **MAKEUP:** Skin analysis, complete and corrective makeup, false eyelash application.
- 3      **SALON BUSINESS:** Evaluation of business administration performance including reception procedures, inventory, telephone technique, salon business projects, salon field trip reports.

# Catalog Staff Insert I

Milan Institute of Cosmetology in Visalia, Ca.

Effective: April 2018

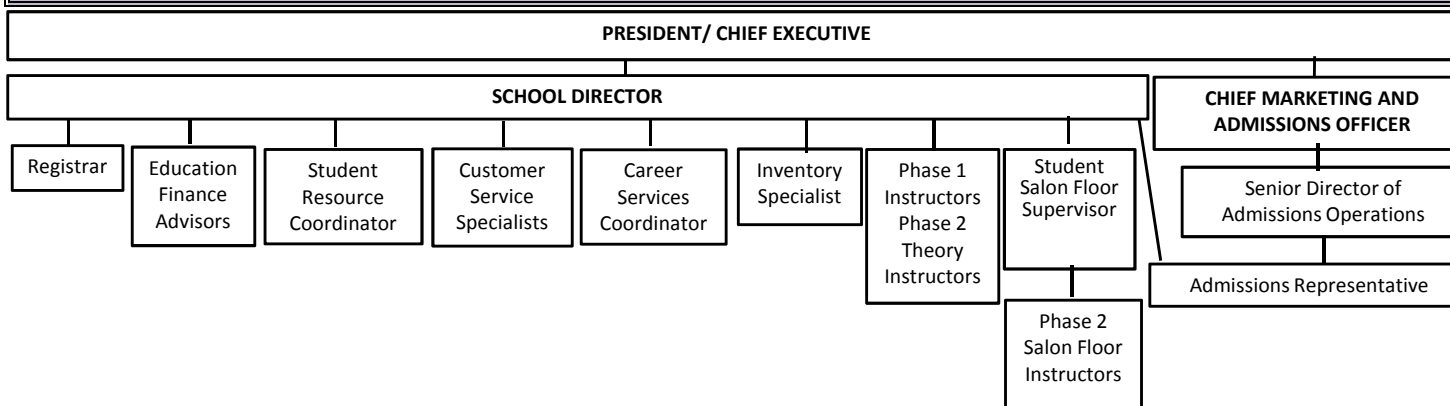
3238 South Fairway Ave

Visalia, CA 93277

P: (559) 730-5350

F:(559)750-4205

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



## Administration

President/Chief Executive Officer	Gary Yasuda	Senior Director of Admissions – Mgt	Roger Moore
VP of FA and Regulatory Affairs	Linda Buchanan	Senior Director of Admissions – Ops	Carla Larson
Chief Mktg & Admissions Officer	Fred Carini	Director of Education	Jean Rydahl

## Campus Administration

School Director	Patrick Taylor	Lead Customer Service Specialist	Belen Garcia
Director of Admissions	Andrea Gonzales	Customer Service Specialist	Adrienne Riezebos
Admissions Representative	Celeste Santos	Customer Service Specialist	Esmeralda Arceo
Admissions Representative	Jill McVaigh	Customer Service Specialist	Open
Education Finance Advisor	Tanya Pasillas	Inventory Specialist	Cynthia Orona
Education Finance Advisor	Rebecca Lira	Student Resource Coordinator	Heather Burns
Registrar	Dominique Gomez	Career Services Coordinator	Marla Bermudez

## Faculty

Student Salon Floor Supervisor	Rosalie Powers
Cosmetology Instructor	Sandra Legaspi
Cosmetology Instructor	Lorraine Gasper
Cosmetology Instructor	Maggie Gridley
Cosmetology Instructor	Michele Davidian
Cosmetology Instructor	Terry Lynn Post
Cosmetology Instructor	Theresa Sampietro
Cosmetology Instructor	Kaira Raimondi
Cosmetology Instructor	Lindsey Belt
Cosmetology Instructor	Marla Bermudez
Cosmetology Instructor- Sub	Roxann Callahan

**Milan Institute of Cosmetology  
Schedule of Tuition and Costs  
Vsalia,CA Catalog Insert II**

Day Program	Effective Date	Student Tuition Recovery Fund (STRF)	Tuition 1st Academic Year *	Tuition 2nd Academic Year*	Total Tuition**	TOTAL COST***
<b>Cosmetology 1600 Hours</b>	11/1/2018	\$0.00	\$11,250.00	\$8,750.00	\$20,000.00	<b>\$20,000.00</b>
Evening Program	Effective Date	Student Tuition Recovery Fund (STRF)	Tuition 1st Academic Year*	Tuition 2nd Academic Year*	Total Tuition**	TOTAL COST***
<b>Cosmetology 1600 Hours</b>	11/1/2018	\$0.00	\$11,250.00	\$8,750.00	\$20,000.00	<b>\$20,000.00</b>
Day Program	Effective Date	Student Tuition Recovery Fund (STRF)	Tuition 1st Academic Year*	Tuition 2nd Academic Year*	Total Tuition**	TOTAL COST***
<b>Esthetician 600 hours</b>	11/1/2018	\$0.00	\$5,225.00	\$5,225.00	\$10,450.00	<b>\$10,450.00</b>

\* Total tuition charges for a period of attendance \*\* Total tuition charges for the entire educational program

\*\*\* Total charges for the entire educational program

**Additional Cost Disclosures:**

**Book Costs** - Books, materials and supplies are provided to students and are included in the program cost.

**Student Tuition Recovery Fund (STRF)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

*It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.*

**To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:**

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been

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



## INSERT III - Start Calendar and Student Holiday Calendar

**MILAN INSTITUTE OF COSMETOLOGY**  
**3238 South Fairway, Visalia, CA 93277**  
**P: (559) 730-5350**  
[www.milaninstitute.edu](http://www.milaninstitute.edu)

**F: (559)750-4205**

Effective January 2018

Business Hours  
 Monday-Thursday 8:00am-7:00pm  
 Friday 8:00am-5:00pm

### CLASS START CALENDAR

2017	Cosmetology - Day	Cosmetology - Day	Cosmetology - Eve.	Esthetician - Day
	(Sat., Mon., Tues.)	(Wed., Thurs., Fri.)	(Mon - Fri)	(Thurs.- Sat.)
January	1/29/2018	1/31/2018	1/16/2018	1/18/2018
February	2/12/2018	2/28/2018	2/5/2018	2/22/2018
March	3/12/2018	3/14/2018	3/19/2018	3/29/2018
April	4/23/2018	4/25/2018	4/9/2018	No Starts
May	5/7/2018	5/23/2018	5/21/2018	5/3/2018
June	6/19/2017	6/6/2018	6/11/2018	6/7/2018
July	7/23/2018	7/25/2018	7/30/2018	7/19/2018
August	8/6/2018	8/22/2018	8/20/2018	8/23/2018
September	9/4/2018	9/5/2018	No Starts	9/27/2018
October	10/15/2018	10/17/2018	10/1/2018 10/22/2018	No Starts
November	11/26/2018	11/14/2018	No Starts	11/1/2018
December	12/10/2018	12/5/2018	12/3/2018	12/13/2018

### STUDENT HOLIDAY CALENDAR

2018 STUDENT HOLIDAY CALENDAR	
New Year's Day - CLOSED	1/1/2018
Martin Luther King, Jr. Day - CLOSED	1/15/2018
President's Day - CLOSED	2/19/2018
Memorial Day - CLOSED	5/28/2018
Summer Break (Student unscheduled)	7/02/2018-7/07/2018
Independence Day - CLOSED	7/4/2018
Labor Day - CLOSED	9/3/2018
Thanksgiving - CLOSED	11/22/2018-11/25/2018
Winter Break - (students unscheduled)	12/24/2018-12/31/2018
Christmas Day - CLOSED	12/25/2018