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WWW.MIX-ED.COM  
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The MIXED Institute of Cosmetology & Barber curriculum is designed to strengthen the ability, artistry, and presence of all students venturing towards lifelong success in the beauty industry by providing foundational support through diversified education and hands-on training from a select faculty of master cosmetologists.

## **School Catalog**

**Revised 07/01/2018–Valid through 07/01/2019**

The school catalog is provided to prospective students prior to enrollment and is available either in writing or electronically and this catalog includes state and federal required student disclosures and it is designed to give you information about program offerings, school rules and regulations, student services, and financial information.

Students may read or download the catalog from the school's website. You should thoroughly review this catalog and its contents to make an informed decision prior to enrollment. This catalog is updated annually and **MIXED Institute of Cosmetology & Barber** reserves the right to change, modify or amend information contained in this catalog during this catalog period. Changes made to educational programs, educational services, procedures, or policies prior to the annual update, and as required to be included in the catalog by statute or regulation will appear at the time they are made as an insert or supplement

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**Dear Student,**

Welcome and thank you for selecting MIXED Institute of Cosmetology & Barber to assist you in obtaining your desired Cosmetology and/or Barber training. The rapidly growing beauty industry is constantly in need of qualified people who have creative and professional skills.

At MIXED Institute of Cosmetology & Barber, it is our goal to offer you the basic training to improve your opportunities to take and pass the licensure examination required by the Board of Barbering and Cosmetology under the California Department of Consumer Affairs. Students will also receive in-depth training on all the latest trends in the beauty industry, giving you the skills needed for you to obtain an entry-level position in the beauty industry.

The real experience and the advancements in this industry will depend on your own efforts once you work in the beauty field, and your additional investment in continuing education. You will practice salon management, business concepts, and the psychology of personal success. After graduation, MIXED students should be ready to pass the California state licensing exam and launch a successful and rewarding career in the real world of the beauty industry.

It is a pleasure to have you join us at MIXED Institute of Cosmetology & Barber. The degree of your success will depend on the effort you are willing to apply during the entire course of your training. Again, welcome to MIXED Institute of Cosmetology & Barber. The entire staff wishes you a successful career in the beauty business world.

Sincerely,

The MIXED Staff

**APPROVALS**

MIXED Institute of Cosmetology & Barber, located at 5950 Florin Rd. Ste 103 Sacramento Ca. 95823, is a private institution and is granted institutional approval from the Bureau for Private Postsecondary Education. Approval to operate, or approved by Bureau for Private Postsecondary Education, means that we MIXED Institute of Cosmetology & Barber are in compliance with minimum standards set forth by the California Private Postsecondary Education Act of 2009.

California Board of Barbering and Cosmetology sets minimum standards for your program of studies as applicable and minimum number of class theory hours or minimum criteria necessary for licenser. We are approved for these courses:

<b><u>PROGRAMS OF STUDY</u></b>		<b><u>CIP CODE</u></b>
Cosmetology	1600 hours	12.0401
Manicure	400 hours	12.0410
Barbering	1500 hours	12.0402
Barber Crossover	200 hours	12.0402

Instruction is in residence with facility occupancy level accommodating 85 students at any one time.

Classes will be held at MIXED Institute of Cosmetology & Barber 5950 Florin Rd. Ste. 103 Sacramento Ca. 95823

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Prospective enrollees are required to visit the physical facilities of the school and to discuss personal educational and occupational plans with school administrative personnel prior to enrolling or signing enrollment agreements.

The following are state programs, bureaus, department or agencies which set minimum standards set forth by the California Private Postsecondary Education Act of 2009: The BOARD OF BARBERING & COSMETOLOGY & BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, Sets minimum standards for your program of studies and minimum number of classes or class hours or minimum criteria necessary for licensure. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to Robert Brown, Director

A student or any member of the public may file a complaint about this institution with the Bureau for Private Post-Secondary Education by calling:

1-888-370-7589 or by completing a complaint form, which can be obtained on the  
bureaus  
Internet web site at [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **ACCREDITATION STATUS**

This institution is accredited by:

National Accrediting Commission of Career Arts and Sciences (NACCAS)  
3015 Colvin St.  
Alexandria, VA 22314  
Phone # (703)-600-7600

NACCAS is a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code and subsequent legislation

## **BANKRUPTCY DISCLOSURE NOTICE**

MIXED Institute of Cosmetology & Barber has no pending petition for bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that has resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

## **PRIOR TO ENROLLMENT**

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:

- |                    |   |
|--------------------|---|
| Address:           | <ul style="list-style-type: none"><li>• 2535 Capital Oaks Drive, Ste. 400<br/>Sacramento CA, 95833</li><li>• P.O. Box 980818, West<br/>Sacramento, CA 95798-0818</li></ul>                |
| Phone/Fax Numbers: | <ul style="list-style-type: none"><li><input type="checkbox"/> (916)431-6959</li><li><input type="checkbox"/> (916)263-1897</li><li><input type="checkbox"/> FAX:1(888)370-7589</li></ul> |
| Website:           | <a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a>  |

## **MISSION STATEMENT & EDUCATIONAL OBJECTIVES**

The mission of MIXED Institute of Cosmetology & Barber is to provide a quality education and techniques in the field of Cosmetology and Barbering and to produce graduates that will become leaders in the field. The objective of the school is to not only provide the necessary education needed to pass the State Board Exams, but to also help the student build good character and develop a good work ethic, all of which will serve to enrich his/her future careers. MIXED Institute of Cosmetology & Barber believes a successful student should be able to function effectively in the beauty and barber industry and the normal progression should move him/her to Salon Manager, Salon Owner, Instructor or School Owner.

The educational objectives of MIXED Institute of Cosmetology & Barber are to provide vocational training in the areas of Cosmetology and Barbering, and to provide each student with the opportunity to achieve a Completion Diploma and the opportunity to learn and acquire the knowledge and skills necessary to take and pass the California State Board examination and enter the profession with all related job entry-level skills. MIXED Institute of Cosmetology & Barber will inspire confidence and make learning easy with a supportive staff of instructors, administrators and a well-equipped working environment. Our dedicated instructors will also offer guidance based on the students' individual needs.

## **ADMINISTRATION**

*MIXED Institute of Cosmetology & Barber is a private institution owned by MIXED Inc.*

## **FACULTY**

(Revised September 1, 2018)

The talented faculty of MIXED Institute of Cosmetology & Barber believes that your Program is a continual learning experience; therefore, they attend seminars and classes in professional techniques and teaching methods through-out the year to keep abreast of the latest trends.

<b><u>NAME</u></b>	<b><u>QUALIFICATIONS</u></b>	<b><u>TITLE</u></b>
Robert Brown	20+ years in the hair industry Another Look Salon Co-owner 18 years AA Degree-Sac City College	CEO/Director/Administration Barber Instructor
Maurice Burnett	30+ years in the hair industry Accomplished Masters Hair Cutter/Educator Co-Founder of Award Winning (BIA)	Director Administrator

Carnette Burnett	30+years in hair industry Co-Founder of Award Winning (BIA) Worked for many major hair product lines	Chief Academic Officer
Sharie Thompson	Co-Owner of Dream Girls Salon 15+ years in hair industry Majored in Business Marketing	Director of Marketing/ Student Advisor
Tracy Brown	20+ years in hair industry Another Look Salon Co-Owner 18 years Accomplished Master Hair Cutter/Educator	Director of Sales Administration
Keinya Beasley	17+ years in the hair industry Owner of Hair Addictions Design Studio Platform Artist/Classroom Educator	Academic Officer Bookkeeper
Randolph Johnson	Co-Owner of HairAddictions Design Studio Promotions Director First Broadcasting Program Director/ Manager Diamond RadioB.A Sociology U.C Davis	COO Custodian of Records/
Tonya Thompson- Wilson	Co-Owner of Dream Girls Salon 15+ years Owner of Elementary Schools B.A. in Journalism & Minor in Sociology Background in Sales and Marketing	Director of Marketing
Tanislaus Gaymon- Nelson	25+ years in hair industry Salon Owner	Floor/Classroom Lead Instructor
Monica Vega	4 years School Administration/AA Business Administration	School Director
Angelina Fields	8 years licensed Cosmetologist 6 years teaching and sales	Admission/ Administrative Coordinator
Andreka Slaughter	2 years Licensed Cosmetologist	Administration/ Instructor
De Adrian Moore	15 years Licensed Barber	Barber Instructor
Chantel Rodriguez	6 years Licensed Cosmetologist	Administration/Instructor



## **ADMINISTRATION BUSINESS HOURS and STUDENT SERVICES**

**Career Planning:** Applicants may secure information during regular school operating hours. Contact administrative office for an appointment. **Financing:** Students may secure information during regular school operating hours. Contact administrative office for an appointment. **Job Placement Assistance:** Student may secure job placement information during regular school operating hours. Contact the administrative office for an appointment.

All Administrative offices may be reached at the following:

MIXED Institute of Cosmetology  
& Barber

- Phone (916) 421-5950
- Fax: (916) 303-8593
- EMAIL:INFO@MIX-ED.com

## **CLASS SCHEDULES 2018-2019**

Classes for all Programs offered start approximately once a month. Please see the administration office for exact start dates.

Class Size Maximum Per instructor: Cosmetology 30 students; Barbering 30 students

## **FACILITIES**

**MIXED Institute of Cosmetology & Barber** is a spacious (4000 sq. ft.) air-conditioned, modern, facility and can accommodate approximately an average of 85 students with on-going full-time, part-time classes throughout the day. The school parking lot is located in the back and side for students and in front for clients and visitors. The school is divided into a reception area, office, theory and practical room, restrooms, and supply room. The School uses equipment that fully complies with any federal, state, and local laws, regulations and ordinances. This includes the requirements of fire safety and health regulations. The school also maintains a reference library containing many audio and visual aid, books, and magazines for the use of staff and students. *Our school simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. Our students learn inventory control and assist in operating our supply system. Our objective is to help the student become "salon-ready" on their 1<sup>st</sup> day of work*

## **EQUIPMENT**

The school contains modern functional equipment: work stations, hydraulic chairs, dryers, shampoo chairs and sinks, dryers, stoves, esthetics beds, skin care stations, manicure stations, Mannequins, apple products streaming educational Information, a projector for Class Rooms, educational charts, DVD player for Educational videos, computer work stations, and hair products and supplies.

Student kits and book/workbook issued to each student, contain all the necessary implements and equipment to perform daily assignments and work on clients. Students must maintain their equipment and replace broken or damaged articles in order to practice their work properly.

The texts and accompanying workbooks are an important part of daily class work and practical work. Issued textbooks and kits must be in each student's possession each day.

## **LIBRARIES AND OTHER LEARNING RESOURCES:**

Students at MIXED Institute of Cosmetology & Barber have access to the new library during school hours. There are many Cosmetology, Barber, Fashion, Motivational and Business-related books, magazines, articles and DVDs available. Students are required to present their student ID to Staff, who in turn input that information, in order to check out supplies. We use an honor system at MIXED, so there are no fines for late returns. DVDs and CDs are only available for use on school grounds. The Text Materials and Computers are always available for daily use during school hours. The library area is located at the back-right corner of the classroom. The new library area provides shelving for all library materials, Computers for online research and video screening, and a research area for print sources. The library subscribes to an array of online databases that can be accessed on school computers.

The combination of the print resources and the online database subscriptions provides a comprehensive aggregation of resources to support the curriculum and the academic needs of the faculty and students. MIXED Institute of Cosmetology & Barber is always willing to help students and staff gain access to any materials that they might need to support their research.

The institution evaluates library and other learning support services to assure their adequacy in meeting identified student needs. Evaluation of these services provides evidence that they contribute to the achievement of student learning outcomes. The institution uses the results of these evaluations as the basis for improvement.

## **STUDENT HOUSING:**

**MIXED Institute of Cosmetology & Barber** does not have dormitory facilities under its control. Housing is available near the institution's facilities. Estimated costs for nearby housing can range anywhere between \$800 and \$1500 per month. **This institution takes no responsibility to find or assist in finding potential or current student housing.**

**PLEASE NOTE:** **MIXED Institute of Cosmetology & Barber** reserves the right to change these policies and procedures at any time without notice by posting such changes on the Student bulletin board.

**NOTE:** **MIXED Institute of Cosmetology & Barber does not offer distance education**

## **ADMISSION POLICY & PROCEDURES:** (All programs will be taught in English)

### **Admission Policy**

Each applicant of any course of training offered at MIXED Institute must provide the following to be admitted as a student:

- Must be 17 years of age; Proof of age may be documented by various means, including, but not limited to, birth certificate, driver's license, government-issued identification, birth registration, or passport etc.
- Successfully completed high school or its equivalent as evidenced by any of the items on the following list: copy of diploma, copy of GED certificate, or official transcripts showing high school completion.
- Evidence of completion of home schooling that state law treats as a home or private school.

- 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.
- Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- If enrolled under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.

NOTE-

Applicants of the Barber Crossover course must have completed 1600 hrs. at an approved school or have a valid Cosmetology license from the State of California Board of Barber and Cosmetology **MIXED Institute of Cosmetology & Barber does not accept ability to benefit (ATB) students at this time.**

### **Admission Procedures**

1. Complete an Admissions Application form –Forms are given to Students once they come in for a school tour.
2. Submit an Application Fee of \$100.00. Please pay the registration fee in the form of a cash, cashier check or money order, payable to MIXED INC. The fee is included in the cost of tuition. *This Application Fee of \$100.00 is non-refundable.*
3. Submit Photo identification (e.g. Driver's license, Government Issued Identification Card, Passport or Military I.D.)
4. Provide an original, signed social security card
5. If applicant is an eligible non-citizen, they must provide alien documentation (e.g. valid green card, Alien Registration Card)
6. Personal Interview: Applicant must complete a personal interview with the admission's Coordinator prior to registration. They are evaluated by MIXED Institute staff throughout the admissions process to determine their enrollment eligibility. Applicants are contacted within 24 hours of their personal interview and notified whether they have been accepted for enrollment by the institution.

### **LICENSING REQUIREMENTS - STATE OF CALIFORNIA BARBER/COSMETOLOGY LAW**

In addition to the outlined admission requirements, California Cosmetology Law establishes the following requirements for admission to a School of Cosmetology. The applicant must have the following qualifications to take the Board of Barbering and Cosmetology (Board) exams:

Qualifications to take any California Board of Barbering and Cosmetology exams:

- Be at least 17 years of age
- Have completed the 10th grade in a public school or its equivalent
- Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board

(www.barbercosmo.ca.gov or Ph. 800-952-5210) prior to signing their enrollment agreement.

- Has completed the required hours (based on program) and the state required curriculum. A license will be granted to those scoring 75% or higher on the exam

### **TRANSFER & RE-ENTRY (withdrawn) STUDENTS**

**A** Students desiring to obtain transfer credit must provide an Official Proof of Training Document from a licensed California School of Cosmetology/Barber. An out-of-state transfer student must have an evaluation from the California State Board of Barbering and Cosmetology granting the student the equivalent California hours. It is the student's responsibility to obtain the state's credit evaluation. Acceptance of transfer hours is at the complete discretion of the School Director of **MIXED Institute of Cosmetology & Barber**. **NOTE:** The School *does not* accept transfer students who have completed 60 percent or more of their course hours. An outgoing student will receive an "Official Proof of Training" Document crediting hours completed. All prospective transfer students must meet with the School Director for admissions approval. All transfer students will be evaluated based upon the school's freshman curriculum to determine their proper status prior to working on the clinic floor. **MIXED does not award credit for prior experiential learning.**

### **B Additional VA Requirements for Transfer Students\***

This school will inquire about the previous education and training of veterans and eligible persons; request transcripts for evaluation, and grant credit as appropriate.

In the event that another school in the area closes, MIXED Institute will, at its discretion, accept more than the above referenced hours for a period of 6 months following the school's closure

*MIXED Institute of Cosmetology & Barber will only consider granting credit for prior hours during the enrollment process. Credit for prior hours will not be granted after enrollment contract has been signed.*

**C** *Students, who have temporarily withdrawn from school may be accepted for re- entry into the program of study and may be required to pay a \$250.00 re-entry fee and will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal. On a case-by-case base, mitigating circumstances may be considered. **MIXED Institute of Cosmetology & Barber** reserves the right to reject students that had withdrawn from MIXED Institute of Cosmetology & Barber twice before. **MIXED Institute of Cosmetology & Barber** does not recruit students already attending or admitted to another school offering a similar program of study.*

### **CREDIT EVALUATION**

College Officials and California Board of Barbering and Cosmetology will grant appropriate credit for prior training or experience upon review and verification. *See Transfer Policy.*

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

The transferability of credits you earn at **MIXED Institute of Cosmetology & Barber** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 **MIXED Institute of Cosmetology & Barber** to determine if your credits, diploma or certificate will transfer. The Institution has **NOT** entered into any articulation or transfer agreements with any other college or university.

### **HEALTH AND PHYSICAL CONSIDERATIONS**

Generally, the professional in the beauty field must be in good physical health because working in this profession requires direct physical contact with the clients. In most aspects of the beauty culture, there is a great deal of standing, walking, pushing, bending and stretching sometimes for long periods of time. A person must consider their own physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if such students believe they can fulfill the training demands. If a student, while enrolled, sustains an injury deemed by the college to impair their ability to fulfill all educational requirements, both practical and theoretical, the student may be required to take a leave of absence until given a full medical release by their physician.

### **LEARNING DISABILITIES**

If you have any known learning disabilities, please notify Administration. This will help ensure that you may receive proper attention to complete your course. This should be done prior to enrollment. The school does not provide individual tutoring.

### **FOR HANDICAPPED STUDENTS**

Access for handicapped students to the institution's facilities is available at the School. This institution does offer programs for the handicapped student depending on the physical ability of the handicapped student.

### **STATEMENT OF NON-DISCRIMINATION**

**MIXED Institute of Cosmetology & Barber** does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, sexual orientation or identity and ethnic origin, area of origin or residence in its admissions, instruction, or graduation policies; and is committed to ensuring an educational environment free of sexual harassment, including sexual violence and to full compliance with Title IX of the Education Amendments Act of 1972 and other federal state laws governing such conduct.

The following individuals have been designated as the Coordinators by the school to handle inquires or information regarding harassment and/or discrimination:

**Robert Brown CEO**  
**5950 Florin Rd ste 103**  
**Sacramento Ca, 95823**  
[rtanotherlook@aol.com](mailto:rtanotherlook@aol.com)  
**9169557505**

**Carnette Burnett Education Director**  
**5950 Florin Rd ste 103**  
**Sacramento Ca, 95823**  
[Carnetteburnett5@icloud.com](mailto:Carnetteburnett5@icloud.com)  
**9164215950**

### **ORIENTATION CLASS**

Attending orientation is mandatory. Orientation is before the first day of School. The student will be notified of the date and time of orientation prior to class start date. All new students, transfers and re-enrollment students are required to attend. The informational class will set the tone for a pleasant educational experience. It will make you aware of your responsibilities by understanding the procedures and policies of **MIXED Institute of Cosmetology & Barber**, sanitation aspects, rules and regulations, student expectations, time cards, using the time clock, parking and the expectations of the staff. This class will acquaint you with the instructional program, course goals, personnel and student services. It will also be the time that you will receive a list of items necessary for your class.

### **EVALUATION WEEK**

During the first week of school, students can attend classes and participate in lecture with no obligation of tuition fees. This time is used to evaluate students' attitude and attendance. Students' also have the opportunity to evaluate the school and decide if **MIXED Institute of Cosmetology & Barber** will meet their educational goals. There is no tuition charge to the student or credit for hours given if the students' training is discontinued during this first week.

### **TEXTBOOKS, EQUIPMENT & SUPPLIES**

Student kits will be issued within (7) seven days of the beginning of freshman class. The kit contains the equipment necessary for the course. Students are expected to maintain the kit by replacing lost, stolen or broken articles. **The school is not responsible for a student's equipment;** either lost, stolen or left for an extended period of time on campus. Students must learn to be responsible for the tools of their trade.

### **FRESHMAN CLASS-ENROLLMENT**

The freshman curriculum for each of the course requires a specific number of hours of classroom lectures, demonstrations, and student practice. The freshman class introduces the basics you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basic for your future and career. The hours spent in the freshman class are as follows: **Cosmetology 400-hour Barber 250-hour and Manicuring 50-hours. MIXED Institute of Cosmetology & Barber** considers the freshman classes to be the foundation for your future.

### **RECORD KEEPING/CLOCK HOUR POLICY**

The Board of Barbering and Cosmetology will only recognize time-clock hours of attendance, as a result of this requirement, this school can only give clock hour credit to students who record their attendance by using the time clock located in the Millennium Salon Operation Software to clock in and out at the start and end of their class day and for the 30-minute lunch period. A computer with virtual

time clock will be available and all students will have their fingerprints recorded so that they can use the fingerprint scanner to clock in and out. If a student is attending more than 6 total hours in a given day and that student does not clock in or out at lunch, 30 minutes for lunch will be deducted. Student practice and theory hours are recorded daily on their weekly assigned time sheets and are posted to the school software management system on a weekly basis. At the completion of the day, your operations will be totaled and added to the column for that particular day. At the completion of the week, all operations for each requirement will be totaled along with the prior totals from previous weeks and recorded by the student in the column titled "accumulated totals." The accumulated totals for operations and the total accumulated hours for the week will be used to prepare the student's card for the following week. The total hours attended each day will be totaled and written in the space entitled "total hours for the week". This number will be added to their prior hours to calculate the new total number of hours for that student. The following week's card will be prepared on the final day of the previous week. Students are encouraged to take a picture of their weekly cards for their own records, and to assist in preparing the new week's card, but they will also have access to the previous card to prepare their new week's card. The new card will be populated with the; previous total of operations and prior attendance hours. Time sheets are reviewed and signed by instructor daily then turned in at the end of the day. Attendance hours from the fingerprint scanner/time clock are downloaded to the Freedom student management system weekly. Time audits will be performed by attendance personnel if discrepancies arise, or when requested by a student. Audits will compare the student's weekly cards with the data recorded in the Millennium time clock computer and Freedom student system to reconcile the most accurate totals possible.

Roll call is taken daily in the classroom area at the start of scheduled shift. Cumulative attendance hours are checked by Register Office on a weekly basis and recorded to the student academic file. Progress reports are released to student after each Satisfactory Academic Progress period on each program or at minimum two times during their program. After clocking in you are required to maintain applied effort. Adhere to personal grooming standards; refrain from leaving the building without permission. Reading and/ or watching streaming material not directly related to your training or assigned activity is not tolerated. If any of these scenarios occur, you will be asked to stop such activity or to punch out for the remainder of the day. Continued failure of this nature to stay on task could result in your disciplinary action.

### **DISCLOSURE AND RETENTION OF EDUCATION RECORDS**

Adult students, parents of dependent minor students, have the right to inspect, review, and challenge information contained in the institution's student records. MIXED Institute of Cosmetology & Barber would require written consent from the student and/or parents of minor students before educational records may be disclosed to any third party with the exception of accrediting commissions or governmental agencies so authorized by law. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Access to files must be requested in writing, in letter form or on a form furnished by the institution. Access will be allowed within a reasonable period after verification of the right to inspect and arrangements have been made for proper supervision and interpretation of the records by an employee of the institution. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment and that are maintained by the institution. MIXED Institute of Cosmetology & Barber will keep these records for five (6) years from the last day of attendance. After this period, all student's transcripts are scanned and permanently stored

digitally on the premises. The students are not entitled to inspect the financial records of their parents. All institution records related to accreditation (NACCAS) will be maintained from the effective date of the most recent grant or renewal of accreditation and in accordance with state and federal law. Newly accredited institutions that do not have a six-year accreditation history must maintain records from the Candidate Consultation visit forward. New request for inquiries are to be address to: **Mr. Randy Johnson** - Custodian of Records MIXED Institute of Cosmetology & Barber5950 Florin Rd. Suite 103 Sacramento CA.95823

### **ENGLISH PROFICIENCY / VISA SERVICES**

The Cosmetology, Barbering, Manicuring and Instructor Trainee Programs offered at MIXED Institute of Cosmetology & Barber does **not** include or offer visa services to prospective students from other countries or English language services. All programs offered by MIXED Institute of Cosmetology & Barber are taught in the English language. Students must be able to read, write, speak, communicate and understand the English language. The institution does **not** offer English-as-a Second Language instruction. English only course materials, procedure sheets, and text books are available. English Proficiency requirements apply to students for whom English is not their primary language: For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a TOEFL. The TOEFL requirement doesnot apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

### **JOB PLACEMENT ASSISTANCE**

Within the educational program, students will be trained in writing resumes and preparing for job interviews. Every possible effort will be made by the school to expose students to professionals in the field. Our aim is to make students aware of the many professional opportunities available to them. Although the school cannot guarantee placement, reasonable efforts will be made to assist students in securing suitable employment. This assistance is available to any student, regardless of how long ago the student graduated.

**SCHOLARSHIP**-MIXED Institute of Cosmetology & Barber does not offer an institutional scholarship incentive.

\*THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS. \*

**FINANCIAL AID**-MIXED Institute of Cosmetology & Barber- Does not participate in federal and state financial aid programs at this time.



## **CAREER COUNSELING AND PERSONAL ATTENTION**

Students are counseled individually, as often as necessary to review the student's progress and adjustment. Successful salon owners and stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instruction and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the students and remedial assignments are made when required.

## **CLASS SCHEDULES: CLASSES WILL BEGIN AS FOLLOWS**

July 17 <sup>th</sup> 2018	January 16, 2018
August 14 2018	February 20 <sup>th</sup> 2018
September 18 <sup>th</sup> 2018	March 20 <sup>th</sup> 2018
October 09 <sup>th</sup> 2018	April 24 <sup>th</sup> 2018
November 13 <sup>th</sup> 2018	May 29 <sup>th</sup> 2018
December 18 <sup>th</sup> , 2018	June 19 <sup>th</sup> 2018

MIXED Institute of Cosmetology & Barber offers Full-time and Part-time schedules for our Cosmetology and Barber Programs:

Full time Schedule Tuesday-Saturday 9:00-5:00 Part time Schedule Tuesday-Saturday 9:00-2:00

### **EXAMPLE OF DAILY FULL-TIME SCHEDULE FOR BOTH COSMETOLOGY & BARBER**

#### **Example of Daily Full-time Schedule**

9:00am	-9:15am	-Morning Roll Call
9:15am	-10:15am	-Theory
10:15am	-10:30	-Break
	*VA: 10:25	
10:30am	-12:00pm	-Instruction/ Clinic floor
12:00pm	-12:30pm	-Lunch
1:00pm	-2:00pm	-Demonstrations & Practice
2:00pm	-2:30pm	-Sanitation
2:30pm	-3:30pm	- Instruction/ Clinic floor
3:30pm	-3:45pm	-Break
	*VA: 3:40	
3:45pm	-4:30pm	-Health & Safety
4:30pm	-5:00pm	-Salon Management

#### **Example of Daily Part-time Schedule:**

9:00am	-9:15am	-Morning Roll Call
9:15am	-10:15am	-Theory
10:15am	-10:30am	-Break
	*VA: 10:25	
10:30am	-12:00pm	-Instruction/ Clinic floor
12:00pm	-12:15pm	-Lunch/Break
12:15pm	-1:30pm	-Demonstrations & Practice
1:30pm	-1:45pm	-Health & Safety/Sanitation
2:00pm		-Clock out

**CALENDAR / HOLIDAYS:**

MIXED is closed on Sundays, Mondays, and the following holidays\*:

- MemorialDay
- LaborDay
- 4<sup>th</sup> of July
- Thanksgiving Day
- Christmas Day
- New Year’s Day

A special holiday may be declared for emergencies or special reasons by the school. Holy Days of all religious beliefs are respected and allowed.

\*Depending upon the day of the week the holiday falls on, additional days may be included as holidays at the school’s discretion.

**Grading System**

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade. Evaluation forms are issued to the students at Actual clocked hours in accordance with enrolled program. In accordance to the maximum period allowed, evaluations at 125% and 150% of the course, will apply on those cases when the student does not complete the program by the expected 100% point. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a “C” (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

<b>Theory Grading</b>		<b>Practical grading</b>	
90%-100%	A Excellent	10 Points 100%	A+ Exceptional
80%-89%	B Above average	9 Points 90%	A Excellent
70%-79%	C Average	8 Points 80%	B Good
69%-or Below	D Unsatisfactory	7 Points 70%	C Average
		Under 7 Points 60%	D Unsatisfactory

**Progress Policy**

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

**Graduation Requirements and Diploma**

When a student has completed the required clock hours, theory hours and practical operations for his/her course of study with a GPA (Grade Point Average) of “C” (70%) or better and paid all tuition/fees (according to your signed Enrollment Agreement), he/she receives a Diploma certifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate California State Board Barbering and Cosmetology Examination.

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

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

**STANDARDS:** This institution expects all of its regular students to maintain **Satisfactory Academic Progress (SAP)**

The student must:

1. Maintain a cumulative academic average of “C” (70%) or better at the end of each of the evaluation period.
2. Maintain a cumulative average attendance level of at least 67% of the scheduled hours at the end of each of the evaluation periods.
3. Complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 44 weeks (including grace time for absences), he or she must complete within 66 weeks.
4. Must Review and sign the SAP evaluation form at the end of the evaluation period.

Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

## **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, 1350	clocked (actual clocked) hours
Manicure	200, 400	clocked (actual clocked) hours
Barber	450, 900, 1350	clocked (actual clocked) hours
Barber Crossover	75,150	clocked (actual clocked) hours

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

## **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a

100% rating). 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 and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written 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:

90 - 100	EXCELLENT
80 - 89	VERY GOOD
70 - 79	SATISFACTORY
69 and BELOW	UNSATISFACTORY

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>COURSE</b>	<b>HOURS</b>	<b>WEEKS</b>	<b>MAXIMUM TIME ALLOWED SCHEDULED</b>
Cosmetology (Full time, 37.5 hrs/wk)	1600 Hours	64 Weeks	2400
Cosmetology (Part time, 20 hrs/wk)	1600 Hours	120 Weeks	2400
Manicure (Full time, 37.5 hrs/wk)	400 Hours	15 Weeks	597
Manicure (Part time, 20 hrs/wk)	400 Hours	30 Weeks	600
Barber (Full time, 37.5hrs/wk)	1500 Hours	60 Weeks	2250
Barber (Part time. 20hrs/wk)-	1500 Hours	112.5 Weeks	2250
Cosmetology crossover to Barber (Full time 37.5hrs/wk)	200 Hours	10 Weeks	375
Cosmetology Crossover to Barber (Part time 20 hrs/wk)	200 Hours	19 Weeks	380

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

### **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of

the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **WARNING**

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

### **PROBATION**

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

### **ADDITIONAL VA SAP REQUIREMENTS\***

Students must maintain a grade average of 70% to achieve minimum grade and attendance standards. Students are evaluated according to the time frames identified in the catalog. If a student does not achieve the minimum standard, they will be placed on probation for the following evaluation period. If students achieve the minimum standard by the end of the probationary period, they will return to good standing. However, if students do not achieve the required minimum standard by the end of the probationary period, their VA benefits will be terminated.

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

A student must make contact with the school within 14 calendar days of last date of attendance. If contact is not made within 14 days, the student will be withdrawn. If contact is made within 14 days, the student may be absent up to 21 consecutive calendar days. Regardless of the average level of attendance, students who have three consecutive weeks of absences, (21 calendar days) will be dismissed.

In addition to attendance standards relating to Satisfactory Academic Progress, students are also

required to adhere to certain other general institutional policies relating to attendance, tardiness and school rules and regulations. These policies are outlined in this school catalog. Leave of absences will extend contract period and maximum time frame by the amount of time taken on the leave of absence. Legitimate reasons for taking a LOA include: pregnancy; hospitalization of the student, immediate family member, or someone to whom the student is designated as primary caregiver; military duty; temporary disability; or a serious medical emergency.

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. See Leave of Absence Policy for additional details.

### **COURSE INCOMPLETE, REPETITIONS NON CREDIT REMEDIAL**

Course incomplete, repetitions and non- credit remedial courses have no effect upon the student's satisfactory academic progress. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be reinstated, if applicable.

### **REINSTATEMENT:**

A student that prevails upon the appeal process will be determined as making satisfactory progress.

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hour for the purpose of determining when the allowable maximum time-frame has been exhausted. Sap evaluation periods are based on actual contracted hours at the institution.

### **RE-ENTERING:**

Students, who have temporarily withdrawn from school or have taken a leave of absence, may be accepted for re-entering into the program of study, and will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal or leave of absence.

### **MAKE-UP POLICY:**

All lesson assignments missed during any period of absence must be made up. Make-up work will not be permitted during class hours. A record of make-up work is maintained for each student who is required to perform this type of work. Excessive tardiness will result in dismissal or suspension or until such time that the student can continue without tardiness. In case of tardiness a student is required to make up any and all prescribed work.

### **PHYSICAL REQUIREMENTS OF THE INDUSTRY**

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

If a student, while enrolled, sustains an injury deemed by the school to impair his/her ability to fulfill all educational requirements (practical and theoretical) he/she may be required to take a Leave of Absence until given a full medical release by their physician.

### **ABILITY TO MEET REQUIREMENTS SET FORTH BY EMPLOYERS**

Following are values many beauty and wellness industry employers look for in a job candidate:

- Education – High School diploma or equivalent, relevant vocational training in the area in which you are seeking employment, and continuing education (keeping up to date technically & applying new knowledge to your job).
- Licensure – Current license issued by California's Board of Barbering and Cosmetology
- Related Experience – Prior work experience dealing directly with the public. This includes serving customers in restaurants and stores and receiving clients or guests.
- Cooperation – Being pleasant with others on the job and displaying a good natured cooperative attitude.
- Attention to detail – Being careful about detail and thorough in completing work tasks.
- Integrity – Being honest and ethical.
- Self-control – Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in difficult situations.
- Dependability – Being reliable, responsible and dependable, and fulfilling obligations.
- Innovation – Being creative and alternative thinking to develop ideas for and answers to work related problems.
- Concern for others – Being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Social orientation – Preferring to work with others rather than alone, and being personally

connected with others on the job.

- Independence – Developing one’s own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Initiative – Willingness to take on responsibilities and challenges.
- Stress tolerance – Accepting criticism and dealing calmly and effectively with high stress situations.
- Achievement/Effort – Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

Source: Department of Labor O\*Net Summary Reports for Cosmetologists, Barbers, Skincare Specialists, and Massage Therapists.

## **COSMETOLOGY**

### **Cosmetology Course: (1600 HOURS)**

#### **Course Description:**

The cosmetology course of study consists of 1,600 clock hours covering all phases of cosmetology, skin care, manicuring and pedicure mandated by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to pass the California State Department of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a requisite in order to obtain a Cosmetology License. The license is a requirement to operate as a cosmetologist in the state of California.

#### **Instructional methods used:**

Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. The course of instruction in the practical phases of barbering required for a student enrolled in a 1,600-hour course shall cover not less than 1,300 hours including training in basic haircutting and in hairstyling of all textures of hair at the discretion of the school owner or instructor.

#### **Course format:**

The curriculum for students enrolled in a cosmetologist course shall consist of 1,600 clock hours of technical instruction and practical operations as mandated by the State of California Department of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

**Books:** Milady’s Standard Cosmetology; Theory Workbook and Exam Review



## **Educational Goals and Program Objective:**

### **Performance Objective**

1. Acquire knowledge of laws and rules regulating the established California's cosmetology practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to cosmetology.

### **Skills to Be Developed**

1. Learn the proper use of implements relative to all cosmetology services.
2. Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
3. Will learn the procedures and terminology used in performing all cosmetology services.
4. Will learn the application of daytime and evening make-up to include the application of false strip eyelashes.
5. Will learn the proper procedure of manicuring to include water and oil manicure and pedicure.
6. Will learn the application of brush-on nails, nail wraps, and nail tips.

### **Attitudes and Appreciations to be developed**

1. Be able to appreciate good workmanship common to cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

## **Grading System**

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade. Evaluation forms are issued to the students at Actual clocked hours in accordance with enrolled program. In accordance to the maximum period allowed, evaluations at 125% and 150% of the course, will apply on those cases when the student does not complete the program by the expected 100% point. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

<b>Theory Grading</b>		<b>Practical grading</b>			
90%-100%	A Excellent	10	Points 100%	A+	Exceptional
80%-89%	B Above average	9	Points 90%	A	Excellent
70%-79%	C Average	8	Points 80%	B	Good
69%-or Below	D Unsatisfactory	7	Points 70%	C	Average
		Under 7	Points 60%	D	Unsatisfactory

### Cosmetology Course Contents:

The curriculum for the cosmetology course consists of 1600 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

Subject:	Minimum Hours of Technical Instruction	Minimum Practical Operations	Estimated hours of course
<b>TECHNICAL INSTRUCTION IN HEALTH AND SAFETY</b>	<b>200 hours</b>		
1. The Barbering and Cosmetology Act and the Department’s Rules& Regulations;	20		20
2. Cosmetology Chemistry: (shall include the chemical composition and the purpose of cosmetic, nail, hair and skin care preparations. It shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter);	20		40
3. Health and Safety/Hazardous Substances: (shall include training in chemical 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);	45		45
4. Theory of Electricity in Cosmetology: (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment);	5		5
5. Disaffection and sanitation. (It shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all Necessary functions for disinfecting instruments and equipment as specified in sections 979 and 980. Disaffection should be emphasized throughout the entire training period and must be performed before the use of all instruments and equipment);	20	10	60
6. Bacteriology, anatomy, and physiology;	15		15
<b>TECHNICAL INSTRUCTION AND PRACTICAL TRAINING IN HAIRDRESSING</b>	<b>1,100 hours</b>		
7. Wet Hair Styling: (shall include hair analysis, shampooing, finger- waving, pin curling, and comb-outs);	25	200	253
8. Thermal Hair Styling: (shall include hair analysis, straightening waving, curling with hot combs and hot-curling irons, and blower styling). a. Thermal styling b. Press and curl	20	40	240
9. Permanent Waving:(shallincludehairanalysis, chemical landheat permanent waving);	20	80	100
10. Chemical Straightening: (shall include hair analysis, and the use of sodium hydroxide and other base solutions);	20	25	100

11. Haircutting: (shall include hair analysis, and the use of the razor, scissors electric clippers, and thinning shears, for wet and dry cutting);	20	80	122
12. Hair coloring and bleaching: (It shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses). a. Hair coloring; b. Bleaching;	60	50	120
13. Scalp and Hair Treatments: (shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments);	5	20	50
<b>TECHNICAL INSTRUCTION AND PRACTICAL TRAINING ESTHETICS</b>	<b>200 hours</b>		
14. Facials: a. Manual:(shall include cleansing, scientific manipulations, packs, and masks); b. Electrical: (shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes) however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face; c. Chemicals: (shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operation must be performed in accordance with Section 992 regarding skin peeling);	5 10 10	10 15 15	15 25 25
15. Eyebrow Arching and Hair Removal: (shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair);	10	20	30
16. Make-up: (shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes);	15	10	160
<b>TECHNICAL INSTRUCTION AND PRACTICAL TRAINING IN MANICURING AND PEDICURING</b>	<b>100 hours</b>		
17. Manicuring andPedicuring: d. Water and Oil Manicure, including nail analysis, andhand and armmassage; e. Complete Pedicure, including nail analysis, and footand anklemassage; f. ArtificialNails; i. Acrylic Liquid and PowderBrush-on ii. Artificial NailTips iii. Nail Wraps andRepairs	5 5 10 10 5	15 10 50 nails 50 nails 20 nails	75

<p>18. Additional Training:          (This training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, client service, seeking employment, preparing a resume, payroll deductions modeling, reception desk, care and styling of wigs and other matters related to the cosmetology field. It may also include not more than sixteen (16) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record). No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, toilets or windows.</p>	100		100
<b>COMBINED TOTAL</b>	<b>1,600 hours</b>		<b>1600hours</b>

**Graduation Requirements:**

When a student has completed the 1600 hours, the required theory hours and practical operations in Cosmetology with a GPA of 70% or better and the student has paid in full all tuition and fees (depending on the signed enrollment agreement), he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Bureau examination.

**Licensure Requirements**

Qualifications to take any California Board of Barbering and Cosmetology exams:

- Be at least 17 years of age
- Have completed the 10th grade in a public school or its equivalent
- Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board ([www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) or Ph. 800-952-5210) prior to signing their enrollment agreement.
- Has completed the required hours (based on program) and the state required curriculum. A license will be granted to those scoring 75% or higher on the exam

**BARBER**

**Barber Course: (1,500 Clock Hours)**

**Course description and format:**

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500)

clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act.

**Instructional methods used:**

Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. The course of instruction in the practical phases of barbering required for a student enrolled in a 1,500-hour course shall cover not less than 1,300 hours including training in basic haircutting and in hairstyling of all textures of hair at the discretion of the school owner or instructor.

**Books:** Milady’s Standard Professional Barbering; Theory Workbook and Exam Review Barbering

**Educational Goals and Program Objectives:**

**Performance Objective**

- The Barbering course of study is designed to prepare students for the California State Board of Barbering and Cosmetology licensing examination and for profitable employment as a barber
- Acquire knowledge of laws and rules regulating the established California’s Barber practices.
- Acquire the knowledge of sanitation and sterilization as related to all phases of hair and skin.
- Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
- Acquire business management techniques common to the Barber profession.

**Skills to Be Developed**

- Learn procedures and terminology used in performing all Barbering services
- Learn the proper use of implements relative to all barber services
- Learn to keep your hand and arm steady while moving your arm cutting hair with the clippers
- Learn the ability to listen and understand information and ideas presented from speaking with a client
- Learn the ability to make precise cuts with detail

**Attitudes and Goals**

- To be able to appreciate good workmanship, which is common to the barbering field.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleague

**Grading System:**

Students are evaluated on a regular basis on theory, practical work. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade.

Evaluation forms are issued to the students at Actual clocked hours in accordance with enrolled program. In accordance to the maximum period allowed, evaluations at 125% and 150% of the course, will apply on those cases when the student does not complete the program by the expected 100% point. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a “C” (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Theory Grading			Practical grading	
90%-100%	A Excellent	10	Points 100%	A+ Exceptional
80%-89%	B Above average	9	Points 90%	A Excellent
70%-79%	C Average	8	Points 80%	B Good
69%-or Below	D Unsatisfactory	7	Points 70%	C Average
		Under 7	Points 60%	D Unsatisfactory

**Requirements for Satisfactory Completion of the Barber Course:**

The student shall have completed “Theory and Operations” with an average grade of “C” (70%) or better as required by the Bureau of Barbering & Cosmetology.

**Course Requirements:**

The curriculum for students enrolled in the Barber program consists of 1500 clock hours of Practical Operations and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of barbering from techniques in hair, skin care and shaving to business skills, and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Subjects	Minimum Technical Instructional Hours	Minimum Practical Operations	Estimated hours of course
1. <b>Hairdressing-1100 hours of technical &amp; practical training</b>	<b>1100 Hours</b>		
<b>Hairstyling</b> -hair analysis, shampooing finger waving, pin curling, comb outs, straightening, waving curling with hot combs and hot curling irons and blower styling	65	240	305
<b>Permanent Waving</b> -hair analysis, acid and alkaline permanent waving, chemical straightening including sodium hydroxide and other base	40	105	145
<b>Hair Coloring and Bleaching</b> -use of semi-permanent, demi-permanent and temporary color, PD and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights	60	50	110
<b>Hair Cutting</b> -use of scissors, razor (shaper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting	20	80	350
2. <b>Shaving-200 hours of technical &amp; practical training</b>	<b>200 hours</b>		
Preparation and performance-preparing hair for shaving, assessing the condition of the clients skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the clients face, rolling cream massages	100	40	240
3. <b>Health &amp; Safety-200 Hours of technical instruction</b>	<b>200 Hours</b>		

	Law & Regulations-BBC Act and BBC rules and regulations	20		70
	Health & Safety Considerations –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, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis	45		95
	Disinfection&Sanitation-properprocedures to protectthehealthandsafetyof the consumer as well as the technician, proper disinfection procedures for equipment used in establishments	20		70
	Anatomy & Physiology-human anatomy, human physiology	15		15
4	<b>Communication Skills &amp; Career Development</b> -Includes professional ethics, effective communication and human relations, salesmanship, client record keeping, decorum, basic tax information relating to booth renters, independent contractors, employees and employers, licensing requirements and regulations.	100		100
<b>COMBINED TOTAL</b>			<b>1,500 hours</b>	<b>1,500 hours</b>

### **Graduation Requirements:**

When a student has completed the 1500 hours, the required theory hours and practical operations in Barbering with a GPA of 70% or better and the student has paid in full all tuition and fees (depending on the signed enrollment agreement), he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Bureau examination.

### **Licensure Requirements**

Qualifications to take any California Board of Barbering and Cosmetology exams:

- Be at least 17 years of age
- Has completed the 10th grade in a public school or its equivalent
- Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student’s responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board ([www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) or Ph. 800-952-5210) prior to signing their enrollment agreement.
- Has completed the required hours (based on program) and the state required curriculum. A license will be granted to those scoring 75% or higher on the exam.

## **BARBER CROSSOVER**

### **Barber Crossover Course for Cosmetologists: (200 Clock Hours)**

#### **Course description and format:**

The curriculum for students enrolled in a barber crossover course for cosmetologists shall consist of a minimum of two hundred (200) clock hours of technical instruction and practical operations covering

barber practices.

**Instructional Methods used:**

Technical instruction and practical operation is used to teach this course. Technical instruction means instruction by demonstration, lecture, classroom participation or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

**Books:** Milady’s Standard Professional Barbering; Theory Workbook and Exam Review Barbering

**Educational Goals and Program Objectives:**

**Performance Objective**

- The Barbering course of study is designed to prepare students for the California State Board of Barbering and Cosmetology licensing examination and for profitable employment as a barber
- Acquire knowledge of laws and rules regulating the established California’s Barber practices.
- Acquire the knowledge of sanitation and sterilization as related to all phases of hair and skin.
- Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
- Acquire business management techniques common to the Barber profession.

**Skills to Be Developed**

- Learn procedures and terminology used in performing all Barbering services
- Learn the proper use of implements relative to all barber services
- Learn to keep your hand and arm steady while moving your arm cutting hair with the clippers
- Learn the ability to listen and understand information and ideas presented from speaking with a client
- Learn the ability to make precise cuts with detail

**Attitudes and Goals**

- To be able to appreciate good workmanship, which is common to the barbering field.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleague

**Grading System:**

Students are evaluated on a regular basis on theory, practical work. The evaluations are measured on a



standard percentile basis and the percentage converted to a letter grade. Evaluation forms are issued to the students at Actual clocked hours in accordance with enrolled program. In accordance to the maximum period allowed, evaluations at 125% and 150% of the course, will apply on those cases when the student does not complete the program by the expected 100% point. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a “C” (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

<b>Theory Grading</b>		<b>Practical grading</b>	
90%-100%	A Excellent	10 Points 100%	A+ Exceptional
80%-89%	B Above average	9 Points 90%	A Excellent
70%-79%	C Average	8 Points 80%	B Good
69%-or Below	D Unsatisfactory	7 Points 70%	E Average
		Under 7 Points 60%	F Unsatisfactory

**Requirements for Satisfactory Completion of the Barber Crossover Course:**

The student shall have completed “Theory and Operations” with an average grade of “C” (70%) or better as required by the Bureau of Barbering & Cosmetology.

**Course Requirements**

The curriculum for students enrolled in the MIXED Barber Crossover program consists of (200 clock hours) of Practical Operations and Technical Instruction, which will include the minimum state mandated hours listed in the chart below. Instruction will cover the art and science of barbering from techniques in hair, skin care and shaving to business skills, and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

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

**Graduation Requirements:**

When a student has completed the required theory hours and practical operations in Barbering with a GPA of 70% or better and the student has paid in full all tuition and fees (depending on the signed enrollment agreement), he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Bureau examination.

### **Licensure Requirements:**

Qualifications to take any California Board of Barbering and Cosmetology exams:

- Be at least 17 years of age
- Has completed the 10th grade in a public school or its equivalent
- Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board ([www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) or Ph. 800-952-5210) prior to signing their enrollment agreement.
- Has completed the required hours (based on program) and the state required curriculum. A license will be granted to those scoring 75% or higher on the exam

## **MANICURE**

### **Manicure Course: (400 Clock Hours)**

#### **Course description:**

The manicure course of study consists of 400 clock hours covering all phases of manicuring and pedicuring mandated by the California State of Barbering and Cosmetology Bureau pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to obtain the knowledge and skills needed for an entry level position in the nail care field and pass the California State Barbering and Cosmetology Bureau licensing examination. Passing the exam is a requisite in order to obtain a Manicurist License. The license is a requirement to operate as a manicurist/pedicurist in the state of California.

#### **Instructional methods used:**

Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

#### **Course format:**

The curriculum for students enrolled in a nail care course shall consist of 400 clock hours of technical instruction and practical operations as mandated by the State Barbering and Cosmetology Bureau. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Books: Milady's Standard Nail Technology; Theory Workbook and Exam Review

#### **Educational Goals and Program Objective:**

##### **Performance Objective**

1. Acquire knowledge of laws and rules regulating California Cosmetology establishment practices.

2. Understand sterilization procedures.
3. Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
4. Acquire business management techniques common to manicurist.

**Skills to Be Developed**

1. Use of proper implements relative to all manicuring, pedicuring, and artificial nails.
2. Develop the knowledge to recognize the various skin conditions and disorders.
3. Acquire practical knowledge in manicuring and pedicuring.
4. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

**Attitudes and Appreciations to be developed**

1. Be able to appreciate good workmanship common to manicuring.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

**Grading System:**

Students are evaluated on a regular basis on theory, practical work. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade. Evaluation forms are issued to the students at Actual clocked hours in accordance with enrolled program. In accordance to the maximum period allowed, evaluations at 125% and 150% of the course, will apply on those cases when the student does not complete the program by the expected 100% point. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a “C” (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

<b>Theory Grading</b>		<b>Practical grading</b>	
90%-100%	A Excellent	10 Points 100%	A+ Exceptional
80%-89%	B Above average	9 Points 90%	A Excellent
70%-79%	C Average	8 Points 80%	B Good
69%-or Below	D Unsatisfactory	7 Points 70%	G Average
		Under 7 Points 60%	H Unsatisfactory

**Manicure Course Contents:**

The curriculum for the manicure course consists of 400 clock hours of technical instruction and practical operations covering all practices of a manicurist pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

Subject:	Minimum Hours of Technical Instruction	Minimum Practical Operations	Estimated hours of course

<b>TECHNICAL INSTRUCTION IN HEALTH AND SAFETY</b>	<b>100</b>		
1. The Barbering and Cosmetology Act and the Department's Rules and Regulations.	10		20
2. Cosmetology chemistry related to manicuring practices: (shall include the chemical composition and purpose of nail care preparations);	10		20
3. Health and Safety/Hazardous Substances: (shall include 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);	15		30
4. Disinfections and sanitation: (shall include procedure to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specific in Section 979 and 980. Disinfections should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment);	10	10	50
5. Bacteriology anatomy and physiology;	10		
<b>TECHNICAL INSTRUCTION AND PRACTICAL TRAINING NAIL</b>	<b>300 Hours</b>		
6. Water and oil manicures: including hand and arm massage;	30	40	70
7. Complete pedicure: including foot and ankle massage.	30	20	50
8. Application of artificial nails		80	
a. Acrylic: Liquid and powder brush-ons	15	(Nails)	
b. Nail tips	10	60 nails	55
c. Nail wraps and repairs	5	40 nails	
9. Additional Training: (this training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, and client service, seeking employment, preparing a resume, payroll deductions modeling, reception desk, and other matters related to the manicuring field. It may also include not more than eight (8) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record). No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, toilets or windows	25	15	50
<b>COMBINED TOTAL</b>	<b>400 hours</b>		<b>400 hours</b>

### **Graduation Requirements:**

When a student has completed the required 400 hours, the theory hours and practical operations in Nail Care with a GPA of 70% or better and the student has paid in full all tuition and fees, (depending on the signed enrollment agreement), he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State Barbering and Cosmetology Bureau examination.

**Licensure Requirements:**

Qualifications to take any California Board of Barbering and Cosmetology exams:

- Be at least 17 years of age
- Has completed the 10th grade in a public school or its equivalent
- Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student’s responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board (www.barbercosmo.ca.gov or Ph. 800-952-5210) prior to signing their enrollment agreement.
- Has completed the required hours (based on program) and the state required curriculum. A license will be granted to those scoring 75% or higher on the exam

**TUITION AND FEE SCHEDULE**

<b><u>COSMETOLOGY</u></b> (1600 hrs.)	12 Months/ 45-55 Instructional Weeks
Registration Fee	\$100 (Due to start application process) (non-refundable)
Textbook/review/workbook	\$650 (Due at signing) Textbooks prices fluctuate
Student Kit	\$1,005 (Due at starting) non-refundable upon removal form packaging
Smock	\$60 (Due at starting) non-refundable upon removal form packaging
Roll About	\$225.00(Due at starting) (non-refundable)
STRF fee	\$0.00 (Due at starting) (non-refundable)
Tuition	\$6860.00
<b>Option 1 -Total Charges for Period of Attendance \$2,225.00</b>	
<b>Estimated Due for the entire Program \$8,900.00</b>	
<b>Minimum payments Due Prior to commencement of classes\$1,500.00</b>	

Students may pay **tuition** at \$1500.00 down payment (Due at signing) and **\$205.00 per month starting on the 2<sup>nd</sup> month of enrollment for 36 months.** Payments are due each month between the 10<sup>th</sup> and 15<sup>th</sup> of the month. Prior arrangements must be made in the office for payment.

**Overtime fees- \$6.20 per hr. over your scheduled completion date.**

<b>Option 2 -Total Charges for Period of Attendance \$1,725.00</b>	
<b>Estimated Due for the entire Program \$6,900.00</b>	
<b>Minimum payments Due Prior to commencement of classes \$6,900.00</b>	

<b>BARBER</b> (1500 hrs.)	10 Months/ 40-50 Instructional Weeks
Registration Fee	\$100 (Due to start application process) (non-refundable)
Textbook/review/workbook	\$550 (Due at signing) Textbooks prices fluctuate
Student Kit	\$1,125 (Due at starting) non-refundable upon removal form packaging
Smock	\$60 (Due at starting) non-refundable upon removal form packaging
Roll About	\$225.00 (Due at starting) (non-refundable)
STRF fee	\$0.00 (Due at starting) (non-refundable)
Tuition	\$6,840.00
<b>Option 1 -Total Charges for Period of Attendance \$2,225.00</b>	
<b>Estimated Due for the entire Program \$8,900.00</b>	
<b>Minimum payments Due Prior to commencement of classes\$1,500.00</b>	

Students may pay **tuition** at \$1500.00 down payment (Due at signing) and **\$205.00 per month starting on the 2<sup>nd</sup> month of enrollment for 36 months.** Payments are due each month between the 10<sup>th</sup> and 15<sup>th</sup> of the month. Prior arrangements must be made in the office for payment.  
Overtime fees- \$6.20 per hr. over your scheduled completion date.

<b>Option 2 -Total Charges for Period of Attendance \$1,725.00</b>	
<b>Estimated Due for the entire Program \$6,900.00</b>	
<b>Minimum payments Due Prior to commencement of classes\$6,900.00</b>	

<b>MANICURE</b> (400 hrs.)	3 Months/12-20 Instructional Weeks
Registrations	\$100 (Due to start application process) (non-refundable)
Textbook/review/workbook	\$385 (Due at signing) non-refundable Textbooks prices fluctuate
Student Kit	\$275 (Due at starting) non-refundable upon removal form packaging
Smock	\$45 (Due at starting) non-refundable upon removal form packaging
STRF fee	\$0.00 (Due at starting) (non-refundable)
Tuition	\$2,295
<b>Total Charges for Period of Attendance \$1033.00</b>	

**Estimated Due for the entire Program \$3,100**  
**Minimum payments Due Prior to commencement of classes \$1500.00**

Students may pay **tuition** at \$1071.50 down payment (Due at signing) and **three payments of \$533.00 per month starting on the 2<sup>nd</sup> month of enrollment.** Payments are due each month between the 10th and the 15<sup>th</sup> day of the month for three (3) months. Prior arrangements must be made in the office for payment. Overtime fees- \$6.25 per hr. over your scheduled completion date.

<b><u>COSMO CROSSOVER TO BARBER</u></b> (200 hrs.)	2 Months/ 8-10 Instructional Weeks
Registrations	\$100 (Due to start application process) (non-refundable)
Textbook/review/workbook	\$550 (Due at signing) non-refundable
Student Kit	Textbook Prices fluctuate \$554 (due at starting) non-refundable upon removal from packaging
<b>STRF fee</b>	<b>\$0.00 (Due at starting) (non-refundable)</b>
<b>Tuition</b>	<b>\$1295.00</b>
<b>Total Charges for Period of Attendance \$1249.50</b>	
<b>Estimated Due for the entire Program \$2,499.00</b>	
<b>Minimum payments Due Prior to commencement of classes \$1,000.00</b>	

Students may pay tuition at \$1,000.00 down payment (Due at signing) and three payments of \$499.66 per month starting on the 2nd month of enrollment. Payments are due each month between the 10th and the 15th day of the month for the next three (3) months. Prior arrangements must be made at the office for payments. Overtime fees- \$6.25 per hr. over your scheduled completion date.

**Note:**

Room and Board NOT Offered

Above kits prices include sales tax. (STRF charges are non-refundable)

Once issued, if bought, the texts and supplies are not returnable due to sanitary considerations.

Books are nonrefundable if they cannot be re-sold as new books.

THE ABOVE PRICES INCLUDE AN ADDITIONAL FEE FOR THE STATE STRF THAT WAS ADDED AT THE RATE OF \$0.00 PER \$1,000 OF THE TOTAL FEES ABOVE.

**STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND**

**76215. Student Tuition Recovery Fund Disclosures.**

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an

economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

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

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt



that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

### **METHOD OF PAYMENT**

Students are expected to contribute from their own family resources toward the student’s cost of attendance. Payment plans are available from MIXED Institute of Cosmetology & Barber and/or, private lenders. It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly installments in accordance to their means. *Mixed Institute has low cost payment plans with no interest for students needing financial assistants.* It is also our policy to discourage students from borrowing loan funds unless is necessary. The entire educational expenses need to be included in planning the student's ability to meet those expenses. MIXED Institute of Cosmetology & Barber does not participate in federal and state financial aid programs at this time. If the Student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of money not paid from federal financial aid funds.

*All tuition and fees payable according to payment arrangements made prior to commencement of classes.* For further information on tuition assistance please contact MIXED. Students must maintain all required payment schedules through the course of training. **Missed payments could cause for withdrawal from school. Overdue invoices 60 days late may be sent to collections.**

### **ALL TUITION AND FEES ARE PAYABLE INADVANCE**

**Tuition** is defined as payment for scheduled clock-hour instruction. Charges are assessed and posted in the student’s tuition account in accordance to the costs incurred in each payment period. For “Payment Periods” please refer to the contract. This school accepts payments in the form of cash, check, money order, cashier’s check, Visa, MasterCard, and Discover card.

### **ADDITIONAL INSTRUCTION CHARGES**

Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge may be added for the balance of the hours required or the completion of course. Exceptions will be made for approved Leaves of Absence or changes of Status. Leaves of absence or changes in status are approved upon written request of the school for extended illnesses of the student; birth, death in the student's family or for other reasons deemed legitimate by the school and which can be substantiated in writing. Normal enrollment periods

provide adequate allowance for limited excused absences.

An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: **Cosmetology: \$ 6.20, Barber: \$ \$6.20, Barber Crossover: \$6.20, Manicure: \$6.20, There may also be a \$25 charge for missing mandatory days Saturdays and Tuesdays (at the Directors discretion)**

### **PRE-APPLICATION FOR LICENSING EXAM**

**Pre-application** for the California State Exam: Cosmetology and Barber is \$134.00, and Manicure\$119.00; due to the State Board of Cosmetology. To pre-apply, the student, upon completion of 1200 clock hours for Cosmetology (up to 7 calendar days) or 1125 clock hours for Barbering (up to 7 calendar days) he/she must fill out pre-application paperwork; For Manicure the student can pre-apply upon completion of 200 clock hours. Through this application process students will be able to take their State Board examination sooner than the regular application. It is the student's responsibility to fill out these papers and complete the pre-application check list and instructions given to them by an instructor. (These fees are subject to change)

The Pre-Application process is a privilege and not mandatory. Students will be allowed to pre-app for the exam provided they are in good financial standing with MIXED Institute, have maintained a 67% attendance ratio throughout their program of study and have not received any suspensions. Out of state and transfer students will not be allowed to pre-apply.

Again, the Pre-application process is a privilege and not mandatory. Only students meeting the attendance SAP minimum standards will be allowed to "pre-app". Also, it is the students responsibility to keep up with their hours and inform the director of their wish to pre-app.

**-State Board Exam Kit Fees from Kit company-** a Kit is needed to perform the practical portion of the State Board Exam. A kit can be rented from the "Rent A Kit" Company for a fee of approximately \$150.00. (These fees are subject to change)

### **TUITION FEE FOR RE-ENROLLED/TRANSEER STUDENTS**

Transfer or re-enrolled students, who provide an Official Proof of Training Document from a licensed California School of Cosmetology, are charged the current hourly rate per course. Any prior balance due by a re-enrolling student will be subject to negotiation. (*For hourly rates please refer to the Tuition and fee schedule.*) **MIXED does not award credit for prior experiential learning.**

### **WITHDRAWAL AND SETTLEMENT POLICY**

NOTICE OF STUDENTS RIGHTS AND OBLIGATIONS:

**Student's right to cancel:** An initial deposit is required prior to contracting. All funds paid will be returned if the student is rejected for enrollment. You have the right to cancel the agreement for a course of instruction, including any equipment such as books, materials and supplies or any other goods related to the instruction included in this agreement, until the end of the first class session, or the seventh day after enrollment, whichever is later. All monies

paid designated for tuition will be refunded less the processing fee if the contract is cancelled within this timeframe.

The date by which you must cancel this contract and receive a refund of all monies paid designated for tuition less the processing fee will be stated on your enrollment agreement.

**NOTE:** If a student withdraws, federal regulations may require that federal funds used to cover institutional expenses be returned to their respective program sources. Balances of unpaid charges are the responsibility of the student. If the student defaults on a loan guaranteed by the federal or state government, both the following may occur: The federal or state government or loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

Cancellation Procedure: Shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage (postmarked). The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. You can use any written notice that you may wish. You do not cancel the contract by just not attending classes.

Equipment Policy: If the school has given you any equipment which was stated as returnable when it was issued, you must return it to the school within 30 days following the date of your notice of cancellation or last date of attendance if no notice is given. If you fail to return this equipment, in as issued condition within the 30-day period, the school will deduct its documented cost for the equipment from any refund that may be due to you. Beauty supplies and equipment are not returnable items due to sanitary reasons. Once you have received beauty equipment, its cost is charged to your account. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee, tuition and equipment received.

**Refund Policy:** *The School's cancellation, withdrawal and refund policy complies with the California Private Postsecondary Education Act of 2009 Article 13 Section 94919 and the NACCAS Withdrawal and Settlement Policy.* After the cancellation period, the institution provides a pro rata refund of nonfederal student financial aid program moneys paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the scheduled attendance has incurred, there will be no refund to the student. The \$100.00 registration fee is a non-refundable item. Equipment will be refunded in accordance with the Equipment Policy. Once received by the student it will belong to the student and will represent a liability to the student. The Schools Refund Policy applies to all terminations for any reason, by either party, including student decision, program cancellation, or school closure. If the school closes before you graduate, you may be entitled to a refund. Contact the address and phone number below for information.

If you have any complaints, questions, or problems which you cannot work out with the school, write or call the Bureau for Private Postsecondary Education at the address or phone number listed below. Read the Notice of Cancellation form for an explanation of your Cancellation

rights and responsibilities. Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive STE 400, Sacramento, CA 95833, PO Box 980818, West Sacramento, CA 95798-0818, Phone: 1(888) 370-7589 Fax: (916) 263-1897 www.bppe.ca.gov. The School maintains evidence that institutional refunds are received by the recipient in a timely manner, such as a cancelled check, signed receipt of delivery, or documentation that funds were disposed of in accordance with applicable federal or state regulations.

**Withdrawal from course:** you have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the end of the first class session, or the seventh day after enrollment, whichever is later, the school will remit a refund within 45 days following your official cancellation or withdrawal. You are obligated to pay only for educational services rendered and equipment issued. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment as specified in the agreement as a separate charge and return it in accordance with the Equipment Policy, the school shall refund the charge to you. If you fail to return the equipment in good condition within the 30-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount the school has charged in the contract. For a list of these charges, see addendum agreement. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official or unofficial withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. The official withdrawal date is on the student’s notification or school’s determination.

**Hypothetical refund example according to the California State pro rata policy:** Assume that a student, upon enrollment in a 1,600-hour course, pays \$6,800.00 for tuition, \$75.00 for registration, and \$525.00, (documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after 600 hours of scheduled attendance (this includes class days not attended by the student) without returning (in accordance with the Equipment Policy) the equipment they obtained. The pro rata refund to the student would be \$4,250.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in as issued condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned.

Total paid	\$7,400.
Less processing fee (not refundable)	75.
Less cost of unreturnable equipment	525.
Equals amount paid for instruction	\$6,800.

Tuition cost	\$6,800.00
Hours in the course	1,600
Hourly charge	4.25

Paid for instruction	\$6,800.
Hours attended	600
Tuition owed 600 x \$4.25	\$2,550.
Refund due	\$4,250.

**Additional VA Refund requirements:** This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person

fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion. The amount charged to the veteran or eligible person for tuition, fees and other charges does not exceed the approximate pro-rata portion of the total charges for tuition, fees and other charges, that the length of the completed portion of the course should bear to its total length.

**Note: The maximum non-refundable registration fee allowed by VA is \$10.00 for non-accredited courses.**

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

The date you notify the school administration of your intent to withdraw. Only administration is authorized to accept a notification of intent to withdraw.
<b>Termination by Institution</b>
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
For CA Schools: If you are absent for a period of 14 consecutive calendar days without notifying the school and not on an approved LOA, you will be deemed a withdrawal, even if that was not your intent.
The date you failed to return as scheduled from an approved LOA. The withdrawal date shall be the last date of attendance. The determination date of withdrawal will be the scheduled date of return from LOA.

**Collection Policy:** Delinquent accounts could be assigned to collection agencies. Collection costs will be added to any outstanding balance. Collection correspondence from third parties attempting to collect debits on The School’s behalf will clearly acknowledge the withdrawal and settlement policy. Promissory notes or contracts for tuition are not sold or discounted to third parties.

**\*The cancellation, withdrawal and refund rights are also present in the enrollment agreement and signed by the student upon enrollment.**

**LEAVE OF ABSENCE**

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. Before the LOA is granted the school Director must determine that there is a reasonable expectation that the student will return from the leave. The student must notify administration in advance in writing that he/she will be requesting a Leave of Absence unless unforeseen circumstances prevent you from doing so. The date of this notification will be the *official request date*. The request must include the starting and ending date of the leave of absence; the reason for the request; and include the student’s signature. MIXED Institute may also grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. *In this circumstance 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.* The LOA together with any additional leaves of absence must not exceed a total of 180 days within any 12-month period. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 20 days but less than 180 days. Mixed Institute may not assess the student any additional institutional charges as a result of the LOA. Before the start of the leave of absence, students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the academic progress status they held. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at this time. The institution will extend the student's contract period 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. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. As of the same date, the loan repayment process will be initiated.

**EXTENDED ABSENCE (NON-LOA)** A student not on an approved Leave of Absence must make contact with the school within 14 calendar days of last date of attendance. If contact is not made within 14 days, the student will be withdrawn. If contact is made within 14 days, the student may be absent up to 21 consecutive calendar days. Regardless of the average level of attendance, students who have three consecutive weeks of absences, (21 calendar days) will be dismissed.

### **WITHDRAWALS: INTERRUPTIONS, COURSE IN-COMPLETES**

Course incomplete, repetitions and non- credit remedial courses have no effect upon the student's satisfactory academic progress. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **APPLIED EFFORT**

After clocking in, you are required to maintain applied effort. Applied effort means; you are to be engaged in assigned practice activities, self-study activities (authorized by your instructor), or in a class. In all cases, your activities while on the time clock must be related to training for your course of study.

### **ATTENDANCE STATUS**

**Full time:** Any student scheduled to attend 25 hours or more per week are considered to be full-time students.

**Part-time** enrollment is defined as at least 16 but less than 25 hours per week. Less than 16 hours per week is less than half time. Half time enrollment requires a minimum of 12 hours per week.

### **SCHEDULE CHANGE**

A student can request a schedule change; **switch from a full time to part time schedule or vice versa**. Every student signed an enrollment agreement before starting school. *Effective 4/1/2018* MIXED Institute will NOT allow students to take **mandatory days** (Saturday and Tuesday) off their agreed school schedule. Other Schedule changes may be made due to the following conditions:

- A. Conflict with schedule due to work, child care/related problems.
- B. Health reasons (includes pregnancy)
- C. Moving out of area
- D. To meet State Board date (administration will determine effective date of schedule change)

- A student may initiate the schedule change process by completing a Contract Schedule Change Form
- There may be up to a 2-week waiting period when submitting a schedule change request.
- One schedule change allowed per enrollment with an administrative fee of only \$25.00 (Per Directors discretion)
- If additional schedule change is needed, students are to be charged \$50.00 per schedule change.

*All schedule change requests require documentation and are subject to management approval and capacity restraints.*

### **FAILURE TO COMPLETE COURSE AT SPECIFIED TIME**

Should a student fail to complete the minimum number of hours and/or operations within the specified contract timeframe, all training may be stopped until the additional monies for training have been received.

### **RECORD KEEPING/CLOCK HOUR POLICY**

The Board of Barbering and Cosmetology will only recognize time-clock hours of attendance, as a result of this requirement, this school can only give clock hour credit to students who record their attendance by using the timeclock located in the Millennium Salon Operation Software to clock in and out at the start and end of their class day and for the 30 minute lunch period. A computer with virtual timeclock will be available and all students will have their fingerprints recorded so that they can use the fingerprint scanner to clock in and out. **If a student is attending more than 6 total hours in a given day and that student does not clock in or out at lunch, 30 minutes for lunch will be deducted.** Student practice and theory hours are recorded daily on their weekly assigned time sheets and are posted to the school software management system on a weekly basis. At the completion of the day, your operations will be totaled and added to the column for that particular day. At the completion of the week, all operations for each requirement will be totaled along with the prior totals from previous weeks, and recorded by the student in the column titled “accumulated totals.” The accumulated totals for operations and the total accumulated hours for the week will be used to prepare the students card for the following week. The total hours attended each day will be totaled and written in the space

entitled “total hours for the week”. This number will be added to their prior hours to calculate the new total number of hours for that student. The following week's card will be prepared on the final day of the previous week. Students are encouraged to take a picture of their weekly cards for their own records, and to assist in preparing the new weeks card, but they will also have access to the previous card to prepare their new week's card. The new card will be populated with the; previous total of operations and prior attendance hours. Time sheets are reviewed and signed by instructor daily then turned in at the end of the day. Attendance hours from the fingerprint scanner/time clock are downloaded to the Freedom student management system weekly. Time audits will be performed by attendance personnel if discrepancies arise, or when requested by a student. Audits will compare the student’s weekly cards with the data recorded in the Millennium time clock computer and Freedom student system to reconcile the most accurate totals possible.

Roll call is taken daily in the classroom area at the start of scheduled shift. Cumulative attendance hours are checked by Register Office on a weekly basis and recorded to the student academic file. Progress reports are released to student after each Satisfactory Academic Progress period on each program or at minimum two times during their program. After clocking in you are required to maintain applied effort. Adhere to personal grooming standards; refrain from leaving the building without permission. Reading and/ or watching streaming material not directly related to your training or assigned activity is not tolerated. If any of these scenarios occur, you will be asked to stop such activity or to punch out for the remainder of the day. Continued failure of this nature to stay on task could

### **TIME CARD CREDIT**

The following is a guideline for the instructor to issue credits. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated. The portion of the time card concerning operations is to be applied efforts of the students as they manually perform practical subject. Some practical operations may take longer to perform according to the student. Note: The following time frame is considered by The Board of Barbering & Cosmetology for each operation.

### **Cosmetology Services**Time Allotted Credits Awarded

Shampoo/set = 1 1/2 hours, Scalp Treatment = 1/2 to 1 hour Permanent Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Manicure = 1/2 hour Hair cut = 1/2 to 1hour.

Using this scale, the Board would understandably not consider a student capable of performing more than three permanent waves perday.

### **Barber Services**Time Allotted Credits Awarded

Basic Shave= 1 hr. 15 min 1 Shave  
Luxury Shave=1 hr. 30 min 1 Shave, 1 Rest Facial  
Neck Shave= 15 min 1 Shave  
Rest Facial= 20 min 1 Rest Facial



*Credits given will also apply to mannequin work, but it is based on the completeness of the style. All service times include a 15 minute consultation*

## **SCHOOL RULES AND REGULATION** (Updated 7/1/2018)

### **I. ATTENDANCE RULES & GUIDELINES**

There are probably no factors more important to a student's progress than regular and punctual school attendance. At MIXED Institute of Cosmetology & Barber we prepare our students for the work world. In order to do so we hold high standards for student attendance.

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. (See SAP Policy pg. 18)

#### **A. Attendance Regulations**

Students must attend classes according to their established schedules. Frequent tardiness and/or absences are cause for disciplinary action such as counseling and/or dismissal.

Students with fourteen (14) consecutive days of absences in any program of study, who has not been in contact with the school, verbally or in writing, and has not requested to be granted a "Leave of Absence" (LOA), will be determined as to have UNOFFICIALLY withdrawn. If contact is made within 14 days, the student may be absent up to 21 consecutive calendar days. Regardless of the average level of attendance, students who have three consecutive weeks of absences, (21 calendar days) will be dismissed.

#### **B. Tardiness and Leaving Early**

Tardiness is a disruption of a good learning environment and is highly discouraged. Frequent tardiness without legitimate reasons may be cause for disciplinary action. Class starts at **9 am**. Students must arrive by 9:07 a.m. in order to be considered "on time". **Calls for being tardy must be done before 9:00 a.m.** Students that notify the school of being tardy are allowed to clock in by 9:15 for morning theory. After 9:15, students that don't have a written excuse are considered absent and may not be able to clock in for the day. *The director will make some exceptions based on student, conduct, distance to the school and other determining factors.*

- Students coming back late from their scheduled lunch or break may be "written up" and students returning over 15 minutes late may be sent home for the day.

- Students with special work circumstances must have prior school approval to miss school.

### **C. Course Schedules & Start Times**

Class begins for **Full Time students** at 9 a.m. and ends at 5 p.m. Fulltime Students are required to take a fifteen (15) minute break after Theory, an afternoon break and a (30) minute lunch.

Class begins for **Part Time (Day) students** at 9 a.m. and ends at 2 p.m. Students are required to take a fifteen (15) minute break after Theory and an additional (15) minute break at lunchtime.

### **D. Unexcused Absences & Mandatory Days**

- Unexcused time may be charged at a rate of \$6.20 per hour for your Program of Study.
- No child care or car trouble is NOT an excused absence
- The following days are Mandatory: Tuesday & Saturday. Students will receive a \$25.00 fine for each mandatory day missed. Failure to attend multiple mandatory days may also result in a write up and/or suspension.
- Mandatory Tuesday and Saturday exceptions. Students must have a written excuse (doctors note, or prior approval to avoid fees for mandatory days.

### **E. Courtesy Call/Notification (No Advance Notice of Absence)**

If a student is going to be absent they are required to email Monica at [monica.mixed@gmail.com](mailto:monica.mixed@gmail.com) or call the main school line at (916) 421-5950 and advise the receptionist (or leave a message) that they will not be attending. (It is your responsibility to make sure you speak to someone in the front office or leave a message). There will be no excuses or exceptions. All calls will be logged in the call book. This courtesy call must be done before their scheduled start time. This courtesy email/call for notification is required for any absence, unexcused or excused. **No Call/No shows lead to a \$25 fine and may also lead to a 1-day suspension for multiple offenses.**

### **F. Advance Notice of Absence**

Students are allowed time off for pre-arrange absences. The school needs a 5-day notice for any 3 days or more absence in order for it to be considered “Excused” (i.e. Vacations, family events etc.) The school needs a Seven (7) day prior notice for any absences on a mandatory day (Tuesdays & Saturdays) to be reviewed and considered to be “Excused”.

**CALLING IN TO REGISTRAR-** If you are going to be absent or tardy to school it is your responsibility to call in to the registrar's office (916-421-5950) or leave an email for Monica at [monica.mixed@gmail.com](mailto:monica.mixed@gmail.com) *before your scheduled start time*. The student will be counseled after 5 unexcused absences and any additional absences may lead to suspension. **No Call/No shows may lead to a \$25 fine and also a 1-day suspension for multiple offenses.**

**G. Excused Absence's**

**1. Medical Appointment (Student, Spouse, or Child)**

Student must turn in a notice of absence slip to the front office in order for the absence to be excused. The date on the appointment documentation must match the date of absence.

**2. Student Illness**

Students missing two (2) or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school.

If a student is continually sick and repeatedly absent from school due to a specific medical condition, the student must be under the supervision of a health care provider in order to receive excused absences from school.

**3. Funeral Leave**

Students are excused for any type of funeral services. We ask that some type of documentation is obtained and turned in upon their return to school.

**4. Religious Observance or Holiday**

Students will be excused from school for observance of a religious holiday or service. We do ask for an advance notice to be turned in regarding the dates a student will be taking off for observance.

**5. Legal Appointments**

Students will be excused from school to attend legal appointments, including but not limited to, jury duty, court ordered subpoena, court appearance, or judgment hearing.

Any court mandated activity including but not limited to; community service, work program, or incarceration.

**6. Work and Work-Related Duties**

A student will be excused from school for required work and/or other work-related functions or required travel. A letter from a student's work place or work schedule must be provided to verify student's absence was required by employer or a time off request must be approved by the front office prior to the day(s) off. (advance notice required, or it will not be excused)

## **7. Military Leave**

Students will be excused from school for any military leave(s), training or duty. All military leaves must be submitted in writing, in advance, and approved by the school prior to the beginning of the military leave.

## **II. STUDENT CONDUCT**

The MIXED Institute of Cosmetology & Barber course you have elected to attend offers many unique opportunities and experiences. Beyond the educational benefits, the course offers opportunities to form new friendships and to meet the challenges of independence. We promote a school where staff and students support one another with genuine respect. As a student, it is your responsibility to help make the course a positive and enjoyable experience for yourself. All students are expected to demonstrate high standards of conduct and to accept personal responsibility and consequences for their actions.

You are expected to exhibit honesty, courteousness and consideration toward others. This includes those in your class, as well as anyone else with whom you may come in contact, such as staff, clients and guest speakers/visitors

Our goal at MIXED Institute of Cosmetology & Barber is to make this course an educational, safe and enjoyable experience for everyone. We ask each individual's cooperation and commitment to the following behavior guidelines to help us meet this goal

Students must comply with the conduct rules and regulations, listed below, or face discipline up to and including termination. The MIXED Institute of Cosmetology & Barber Director shall determine the appropriate level of discipline or whether a student should be subject to termination.

### **A. Conduct Subject to Discipline/Suspension**

The following list of conduct, described below, will subject a student to discipline. Repeated offenses of the conduct described below may also subject a student to termination. This list is not all inclusive and MIXED Institute of Cosmetology & Barber reserves the right to discipline students for others matters not specifically mentioned.

1. Smoking outside of designated areas. According to CA state law, smoking isn't permitted within 25 feet of the MIXED Institute of Cosmetology & Barber entrance(s) or exit(s). Smoking is only allowed during designated breaks and lunch.
2. Students must clock out before leaving the premises.
3. Failure to have proper equipment when needed.
4. Gossiping or causing discord in school.
5. Students may not leave school, class or clinic without permission of instructor.
6. Receiving personal services without instructor's permission.
7. Refusing to perform an assignment, patron or otherwise.
8. Modifying customer services without consulting an instructor.

9. Failure to make satisfactory progress.
10. Use of inappropriate language on the clinic floor or in classrooms or towards any student, or employee.
11. All material, supplies, books and equipment should be put away before leaving for the day
12. Students must cover SMAs before leaving station for break or lunch
13. Failure to follow clinic floor policies and procedures.
14. Refusing to follow instructions from staff.

## **B. Conduct Subject to Termination**

**Termination Policy**-Termination of a student is defined as no longer receiving credit, either by voluntary withdraw, dismissal by the school as disciplinary action or failure to meet school regulations and financial requirements.

The following conduct will subject a student to termination:

1. Altering or forging timecards.
2. Causing extreme or willful disruption of school.
3. Use of ethnic, racial or sexual slurs, or abusive language toward any client, staff member or fellow student.
4. Committing an obscene act or engaging in vulgarity or profanity.
5. Failure to follow one's own contract with the school.
6. Willfully not following school rules or guidelines.
7. Caused, attempted to cause, or threatened to cause physical injury to another person.
8. Possessed, sold or furnished any firearm, knife, explosive or other dangerous object.
9. Possessed, used, sold, furnished or been under the influence of any controlled substance, alcoholic beverage or intoxicant. If a staff member suspects a student of being under the influence they will subject to testing at the **Sacramento Occupational Medical Group**. Students are required to report immediately and submit to medical testing. If a student refuses or doesn't immediately report to the testing facility, the student will be terminated. Student will not be allowed to return to school until the test results have been reviewed by the Administration and a decision is made.
10. Caused or attempted to cause damage to school or private property.
11. Students shall not steal or attempt to steal school or private property.
12. Disrupted school activities or otherwise defied the valid authority of school personnel.
13. Committed or attempted to commit a sexual assault or committed a sexual battery.
14. Students shall not engage in conduct which may be considered discriminatory, retaliatory or sexual harassment.

**NOTE-Any other misconduct the school recognizes as deserving of immediate termination.**

### III. TIME CARD RULES & REGULATIONS

At the MIXED Institute of Cosmetology & Barber, your clocked-in education hours are of high importance to your educational learning. The Time Card Rules & Regulations are designed in order to ensure that you receive credit for your time with us.

All of the below items must be completed and legible on your time card in order to receive full credit for the school week. Your timecard and procedure card cannot leave the facility. Your time and procedures will no longer be valid if your timecard leaves the facility.

Students must use their full legal name (first and given last name) must be included on your timecards; you may not use a nick-name. If attached separated documents, those must also have first and last name on the top of page.

The Student is required to get an instructor signature for each school day the student was present. If the signatures are not present, student will not get credit for those clocked hours. Each procedure you are listing on the back of the timecard must be signed off by your instructor immediately after it has been completed or you will not receive credit for that procedure. If student clocked in on a separate sheet, that must also have signatures.

Students are required to take a lunch if they're present at the school for more than six (6) hours per day. If a student fails to clock in-or-out for lunch, one (1) hour will be deducted from the days' total. If a student goes over the lunch duration, the time will be deducted from the days' total. If a student has a client and does not take a lunch, they must clearly write that on the front of their Timecard and have instructor initial to prevent a deduction.

Students are required to transfer over their hours and procedures at the end of their school day. If a student fails to transfer their hours or procedures, they **WILL NOT** receive credit for the week.

#### **Time card policy**

Students are required to keep an official Mixed Institute time card that is to be updated daily with clock in and out times, clock in and out times for lunch, and a record of that days completed operations. Operations must be signed off by designated MIXED Staff on the day in which they were performed in order for operations to be valid and for the student to get credit.

Students are responsible for totaling operations at the end of each day and totaling out their weekly and accumulated hours at the end of each week. Time cards are to be turned in at the end of each day and will be collected for the week by 5pm on Saturday afternoons. Lost or missing time cards are the responsibility of the students. Students are strongly encouraged to take regular pictures of their cards as a backup in case they misplace or lose their card. Cards

are not to be taken home EVER. If a card is taken home before the operations have been signed off, the operations and hours may not be credited towards graduation.

Once cards are collected they will be used to verify the student's fingerprint time clock punches, and to track the accumulation of required operations towards graduation. Students may request an audit of their operations and hours at any time, at which point a review of their computer record and time card record will be performed. The results of the audit will be presented to the student when completed as an attachment to their daily timecard.

If a student does not have a time card for a given period, MIXED Institute reserves the right to grant that student their contracted hours for that day, provided attendance for that day can be proven by roll sheet or other method.

The total for hours and operations stored in the schools Freedom software is the permanent and official record of each student's time and work completed at MIXED Institute. The time card is merely a means of verifying the computer record. If there is a discrepancy in the computer record Time cards may be used to augment or correct the computer record as needed. Students must accurately total their daily, weekly, and accumulated time cards to ensure the most accurate record possible. In the event that a student claims to have a discrepancy with their student record, but does not have an accurately maintained time card, the school reserves the right to consider only the computer record in determining that students progress towards graduation.

Time cards will be collected on Saturdays and entered into the system the following Tuesday morning. Any incomplete timecards will be given back to students on Tuesday morning as incomplete. Students will have until 12 noon on their first day back during the week to make the necessary corrections to their time card and resubmit to their instructor. Any timecards not submitted by noon will be voided, and students will not receive credit. Late time cards, Cards taken home, or cards brought back to school the next week are voided as are all information on them. Students can expect for the hours totals and operations totals to be updated in the computer once all card information has been processed. Students may request to view old time cards for the sake of reviewing information only. No information may be added to time cards after they have been collected. All sanctioned additional training events will need to be tracked on the time card and accompanied by written proof and an instructor approval to count towards graduation. Additional training hours/operations that are not approved, or properly documented will not be considered.

Each student has a responsibility to make sure that all required operations and hours are completed prior to graduation. Graduation may not occur if a student has fewer than the required number of operations and hours for their prospective Program.

#### IV. STUDENT & SCHOOL POLICIES

##### A. Cell Phones & Electronic Devices

In order to prevent unnecessary disruptions to a student's learning experience, we ask that student put their phones away during class hours. Students are allowed to use their cell phones during their break(s) and lunch periods. Instructors may also allow students to use their phones on occasions to record a class or take pictures of their work. If a student is caught using their cell phone on unauthorized time, they may be written up and/or asked to clock out. After returning from break or lunches cell phones must be placed on silent and put away out of sight.

Emergency calls can be phoned in to the school's receptionist who will immediately inform the student. The number you can provide to day care, family members etc. (916) 421-5950. Please note we cannot provide your whereabouts to any persons (callers or visitors). All calls will be taken as a message; student will be called out of class. Phone will be available for use in emergency cases. We can take messages and provide them immediately; however, for your safety we keep your information confidential.

##### B. Visitors

If you are expecting a visitor, you must advise the receptionist. Visitors are required to sign in and out with the front desk.

##### C. Uniforms & Appearance

Conservative attire is required and the school staff will have discretion of what is appropriate and what is not. Clothing must not be excessively loose or tight and all apparel must be clean and pressed. All Cosmetology and Barber students must wear their school issued smock. Smocks should be cleaned and pressed. Shirts/ Blouses may be worn under your smock and it must be either **solid white or black**. If not solid white or black, students may be asked to zip up smock so clothing under smock is not visible. Students are allowed to wear MIXED T-shirts without smock at certain times during the year.

Professional appearance is what we strive for. Make-up and hair should be done prior to arriving at school. You should be clean and well-groomed prior to class. No hats, headbands, scarves, hairnets or any type of head gear is permitted.

This is the beauty and fashion industry, you must present yourself professionally to your clients in order to build that confidence and respect. Any student deemed out of dress code will be asked to clock out and return in dress code and you will be charged for overtime fees for that timeperiod.

**(1) FEMALE UNIFORMS:** Black or white top with black bottoms and black shoes. No logos or prints, no holes or see through or sheer clothing. Torn, ripped or faded clothing will not be accepted. Slacks are highly recommended. Legging type pants may be worn with a skirt or cover-up over them. Thicker type leggings with more of a pant or wool



material may be worn with your smock. Skirts and dresses must be no more than two inches above the knee. Open slits in your skirt or dress are not acceptable. You may wear black nylons or tights that are solid or printed. No thigh highs or fishnets. Shoes must be mostly black and closed heel and toed. Students aren't allowed to wear any "ugg type" boots, open-toed shoes, stilettos, slippers, or sandals. Dress salon professional at all times. No hats, head wraps are permitted. You may wear hair accessories that have color. Accessories are acceptable as long as they are professional and not offensive.

**(2) MALE UNIFORMS:** Neat and clean black pants or slacks with a solid white or black shirt under school issued smock. Clean solid black shoes or boots, closed heel and toed. Excessively loose or bagging clothing is not permitted. Students are not allowed to wear jeans, hoodies, sweat pants, shorts, thermals and stretch pants. In addition, sandals or slippers will not be permitted. NO "SAGGING" ALLOWED

**D. Kit/Supplies/Homework**

A student cannot properly learn & experience to course without bringing their kit & supplies to school with them on a daily basis. It is also required by the State Board of Barbering & Cosmetology that you have your books with you when you are clocked in as well as a copy of the State Board of Barbering & Cosmetology Rules & Regulations. The lab will not issue out items to students that they received in their kit. If you lost or broke an item from your kit, you must contact the Educational Director so you can purchase a replacement. You will be assigned a locker. You must have a lock on your locker at all times or it will be taken away. You are not to use an empty locker that is not assigned to you. It is your responsibility to keep your locker free from garbage and debris.

**E. Food and Drinks**

We have created a designated indoor break area with tables and chairs for students to enjoy their food and drink on their lunch and breaks. The only exception to the rule would be in the case of school parties, or potlucks. If a student is approved to host an indoor party which includes food and drinks, it's the responsibility of the student(s) to clean up all garbage. Students are allowed to have drinks with closed tops (water bottles etc.); however, absolutely no drinks with open lids are allowed on the clinic floor. We all share the responsibility to keep our school clean. **Instead of walking by trash on the floor, take an extra second to pick it up and throw it away. If everyone lends a hand we will all benefit.**

**STUDENT RIGHTS AND RESPONSIBILITIES**

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

- About its programs and its faculty.
- What the cost of attending is and the Policy on refunds to students who drop out.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped?
- What is School's Performance regarding Graduation, Placement and License Passing Rate.

**It is the student's responsibility to:**

- Review and consider all the information about the school program before enrolling.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student).
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and you liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

**STUDENT GRIEVANCE POLICY**

It is the policy of MIXED Institute of Cosmetology & Barber to allow students to initiate grievance procedures when the student believes he or she has been subject to unjust action or the denial of rights as stipulated in published college regulations, state laws, or federal laws. Such action may be instituted by a student against another student, a client, a staff member, a faculty member, or an administrator. When a student believes an injustice has been done, the student may seek redress as follows:

**Informal Procedure**

1. It is hoped that all student grievances may be resolved quickly and on an informal basis utilizing the school's chain of command. The complainant should first discuss the complaint with his or her immediate instructor and/or other staff member deemed appropriate. The selected staff member will then work to resolve the complaint, or refer it to the next staff level for resolution as deemed appropriate.
2. If the complaint remains unresolved, the complainant may then discuss the complaint with the School Director for resolution.
3. If the circumstances of the complaint prevent using steps 1 or 2, or if the aforementioned College officials do not resolve the complaint within five (5) working days, the complainant may then proceed to file a formal complaint with the College President Robert Brown.

**Formal Procedure**

1. The complainant shall complete and sign a Student Grievance Form provided by the School administrative office. (Forms are available in the Registrar's office).
2. Upon receipt of the completed form, the School administrative office will forward copy of the complaint to the College President Robert Brown and to the individual against which the complaint is made, and will advise the complainant that an investigation and discussion will begin within seven (7) days of receipt of filing the complaint.
3. The President will attempt to resolve the complaint by discussing matters with all

persons who are parties to the complaint. The resolution will be completed within 14 days of filing the complaint.

4. In the event the complaint is resolved to the satisfaction of all parties, a memorandum stating resolution of the conflict will be sent to all parties and filed in the school's complaint log. Any student that has been affected by the same or similar incidences will be provided a remedy.
5. In the event the complaint is not resolved by the College President or if any student does not feel that their complaint has been considered fairly and in a timely manner may appeal to the following agency:

National Accrediting Commission of the Career Arts & Sciences  
3015 Colvin Street  
Alexandria, VA 2231  
Phone: (703) 600-7600  
Website: [naccas.org](http://naccas.org)

A student or any member of the public may file a complaint about this institution with:

The Bureau for Private Postsecondary Education  
Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 Mailing Address:  
P.O. Box 980818, West Sacramento, CA 95798-0818  
Phone Number: (916) 431-6959  
Toll Free: (888) 370-7589  
Fax Number: (916) 263-1897  
Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)  
Board of Barbering & Cosmetology 400 R Street, Suite 5100 Sacramento, CA 95814  
Phone: (916) 323-9020  
[www.dca.ca.gov/barber](http://www.dca.ca.gov/barber)

### **School Policy on Sexual Harassment**

As defined by the Fair Employment and Housing Commission regulations, sexual harassment is any unwanted sexual advances, or visual, verbal or physical conduct of sexual nature. This definition includes many forms of offensive behavior including, but not limited to:

- a. Unwanted sexual advances
- b. Offering benefits in exchange for sexual favors
- c. Visual conduct: Making sexual gestures, leering, display of sexually suggestive objects, pictures, posters, or cartoons
- d. Verbal conduct: Making and/or using derogatory comments, slurs, or jokes
- e. Verbal sexual advances or propositions
- f. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual, suggestive or obscene letters, notes or invitations
- g. Physical conduct: Touching, assault, impeding or blocking movement

The owners and management of MIXED Institute of Cosmetology & Barber strongly

disapprove of any and all forms of sexual harassment. Upon confirmation of any act of sexual harassment, action will be taken immediately to remedy the situation. MIXED Institute of Cosmetology & Barber will take all reasonable steps necessary to prevent harassment from occurring.

### **School Policy on Discriminatory Harassment**

Discriminatory harassment is physical, verbal or nonverbal conduct directed at a person because of his or her race, color, national origin, sex (gender), religion, disability, age, veteran status, genetic information or any other protected status and that is so severe, persistent or pervasive that the conduct:

1. Affects a person's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance or an employee's work performance; or
3. Otherwise adversely affects a person's educational or employment opportunities.

Examples of prohibited harassment include, but are not limited to, offensive or derogatory comments, jokes or slurs because of the individual's protected status or because of the individual's need for an accommodation based on disability or religion; actions that are designed to humiliate or embarrass; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property when motivated by the individual's protected status.

### **Complaint Process**

Students may use this procedure to file a complaint against another a student, a College employee, College contractors or third parties who are visiting the College or participating in a College activity.

A student may, at any time, personally approach the individual whose conduct is offensive, unwelcome or intimidating and request that such conduct stop. However, if this action is not feasible or unsuccessful, or if a student feels uncomfortable taking this approach, the student may seek an informal or formal resolution at any time. No student is ever required to make a report to the person who is engaging in discrimination or harassment.

**A student may seek resolution or general information about this complaint procedure by contacting any member of staff or Discrimination Prevention Team. (Robert Brown and/or Carnette Burnett)**

### **Where to file the complaint**

Complaints alleging misconduct by a student, employee or campus visitor shall be filed with any owner or the school director who addresses student concerns.

To ensure that all student complaints are properly processed, any staff/owner who receives a complaint under this procedure shall promptly notify a member of the Discrimination Prevention Team in writing.

### **Formal Complaint Process**

Although students may file a complaint at any time, the College encourages students to report their concerns as soon as possible after the alleged incident(s) so that prompt action can be taken to investigate and resolve the complaint. A delay in reporting may result in a loss of evidence or witness availability. Students are encouraged to file complaints ASAP.

**Content of complaint:** Students are encouraged to submit written complaints that describe all incident(s) or action(s) considered by the reporting party to be harassing, discriminatory, or violent. Reporting parties should provide the following information:

- Contact information, including address, telephone and email;
- Name of person(s) directly responsible for alleged violation(s);
- Date(s) and place(s) of alleged violations;
- Nature of alleged violation(s);
- Detailed description of the specific conduct that is the basis of alleged violation(s);
- Copies of documents, emails, text messages, photos or other physical evidence pertaining to the alleged violation(s);
- Names of any witnesses to alleged violation(s);
- Action requested to resolve the situation;
- Reporting party's signature and date of filing; and
- Any other relevant information.

The student's failure to provide a written complaint or to provide the information requested above may adversely impact the ability of the College to conduct a complete and thorough investigation and may limit the College's ability to take appropriate corrective action.

### **Processing the Complaint**

The Discrimination Prevention Team will evaluate the complaint to determine whether it is covered by this procedure. A formal investigation will be initiated if a complaint is within the scope of this policy and articulates sufficient specific facts, which if determined to be true, would support a finding that the College's policy was violated. The College may decline to process a complaint under a variety of circumstances, including (i) the

complaint is vague and does not describe conduct covered by this procedure; (ii) the student declines to cooperate in the College's investigation; or (iii) the complaint has been withdrawn or the requested remedy has already been implemented or was offered and rejected. If the College declines to process a complaint pursuant to this procedure, the College shall send the student a written notification explaining the reasons.

If the College proceeds with a complaint investigation, the Discrimination Prevention Team shall determine whether interim action is needed pending completion of an investigation (e.g., a no-contact order, temporary reassignment or suspension). MIXED Institute will be impartial while investigating the complaint.

The investigator typically will be the Discrimination Prevention Team or one of the MIXED Institute owners. In some instances, an outside entity and MIXED Institute DPT will conduct the investigation together.

MIXED Institute of Cosmetology & Barber shall notify the reporting party and the respondent of the name and contact information of the investigator(s). The respondent shall receive written notice of the allegations and shall be informed of his or her right to submit a written response to the allegations within 10 school days, unless unusual circumstances warrant additional time. The written notice shall inform the respondent that retaliation against the reporting party is prohibited and may result in disciplinary action.

### **Investigating the Complaint**

Barring unusual circumstances (e.g., multiple reporting parties, a complaint filed the day before a holiday), the investigation ordinarily will be completed within 30 calendar days. The investigator shall interview the reporting party, the respondent and other individuals determined by the investigator to possess relevant information. The reporting party and the respondent each will be permitted to provide documentation or other tangible evidence to the investigator.

The investigator shall prepare a written report that summarizes the findings and states whether a preponderance of the evidence establishes a violation of the College's policies. The investigator will consider the totality of circumstances, including the context and duration of the conduct and its severity. Facts will be considered on the basis of what is reasonable to persons of ordinary sensitivity. The findings shall be submitted to both the reporting party(s) and the respondent at the end of the investigation.

The Discrimination Prevention Team will permit the respondent and the reporting party to review the findings. Student information, if confidential by law, will be removed. The respondent and the reporting party will each have 10 working days to provide comments and suggested corrections to the DPT. After receiving the comments from the parties (or if no comments are submitted), the DPT will confer with MIXED Ownership group to discuss the findings and to review the investigation record. The Ownership group shall

determine whether additional investigation is needed; whether to dismiss the complaint due to insufficient evidence; or whether to proceed with a disciplinary consequence or other corrective action. The action shall be reasonably calculated to prevent a reoccurrence of the misconduct and/or improve the learning environment. The Discrimination Prevention Team's final determination shall be sent to the respondent, the reporting party, and the MIXED Ownership group. The final determination may be redacted to protect student information that is confidential by law under the Family Educational Rights & Privacy Act. All deadlines in this procedure may be extended by mutual agreement or for good cause.

### **Retaliation Prohibited**

Every student has the right to file a complaint or to participate in an investigation without being subjected to retaliation. Retaliation is an adverse action taken by an employee or student against an individual who makes a good faith report of discrimination, harassment or sexual misconduct or who participates in an investigation pertaining to a complaint of discrimination, harassment or sexual misconduct. For an action or decision to be considered adverse, it must be materially adverse and be of the type that would dissuade a reasonable person from exercising his or her rights to file a complaint or to participate in an investigation. Unlawful retaliation does not include petty slights or annoyances. Any employee or student who engages in retaliation may be subject to disciplinary action.

### **Review and Appeals**

If the investigation does not result in the assignment of disciplinary consequences against the respondent, the reporting party may submit a written appeal to the MIXED Ownership Group. The DPT shall provide written notice to the respondent of the appeal. The MIXED Ownership Group shall review the record and issue a written response within 20 school days. A copy of the response shall be provided to both parties.

If the respondent is a student and is proposed for discipline (expulsion, or suspension), he or she may request an appeal to challenge the charge and the sanction with the DPT. If the student desires to challenge the sanction but not the charge, then the student may request an appeal with the DPT. The MIXED Ownership Group shall review the record and issue a written response within 20 school days. A copy of the response shall be provided to both parties.

If the respondent is an employee and is assigned a disciplinary consequence, he or she may seek review with the DPT. The MIXED Ownership Group shall review the record and issue a written response within 10 school days.

## **Emergency Response Actions Fire, Gas Leak, Bomb Threat, Chemical or Hazardous**

### **Waste Spill, Explosion**

At the sound of the fire alarm or in-class announcement:

- Everyone **will** evacuate the building according to the school evacuation plan.
- Follow instructions from supervisors, fire department, or the police
- Help those needing assistance to move from the area
- Do not re-enter the building until authorized to do so by emergency personnel

### **Earthquake**

If indoors:

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. (*Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.*)
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

If outdoors:

Stay there.

- Move away from buildings, street lights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. (*Many fatalities from earthquakes occur when people run outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.*)

### **Armed Intruder/Terrorist Incident**

- Call Public Safety –911.
- In case of an immediate life-threatening event, each individual should take whatever actions are necessary to protect his or her own life.
  - If it is possible to flee the area safely and avoid danger, do so.
  - If flight is impossible, lock (or barricade) all doors and secure yourself in a safe area.
  - Remain in place until an “all clear” is given by an authorized person or law enforcement official.

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### **Campus Disturbance/Rioting**

- Administration will determine the level of emergency and call 911.



- Urge students to calm down, encourage students to leave area.
- Diffuse disruptive situations by using distraction techniques (whistle, yell, bull-horn, etc.).
- Identify and isolate the major participants.
- Move students involved in disturbance to an isolated area.
- Document situation

### **Employment Opportunities**

The salon industry employs over 1,700,000 people nationally, about half of whom are full time cosmetologists. While these professionals tend to move around in the industry, there were more vacated positions in 2006 than well-prepared entrants to fill the positions. A sizable number of employees (27% percent) leave each year, with plans to open their own salon, work from their home, or rent a booth and become independent contractors. This suggests that the industry provides options to start one's own business.

### **Potential Earning For a Graduate**

## Occupational Employment and Wages, May 2016

### 39-5012 Hairdressers, Hairstylists, and Cosmetologists

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Excludes "Makeup Artists, Theatrical and Performance (39-5091), "Manicurists and Pedicurists" (39-5092), and "Skincare Specialists" (39-5094).

[National estimates for this occupation](#)

[Industry profile for this occupation](#)

[Geographic profile for this occupation](#)

#### **National estimates for this occupation: Top**

Employment estimate and mean wage estimates for this occupation:

<b>Employment (1)</b>	<b>Employment RSE (3)</b>	<b>Mean hourly wage</b>	<b>Mean annual wage (2)</b>	<b>Wage RSE (3)</b>
352,380	1.2 %	\$14.23	\$29,590	0.7 %

Percentile wage estimates for this occupation:

<b>Percentile</b>	<b>10%</b>	<b>25%</b>	<b>50% (Median)</b>	<b>75%</b>	<b>90%</b>
Hourly Wage	\$8.62	\$9.40	\$11.66	\$16.43	\$23.58
Annual Wage (2)	\$17,930	\$19,550	\$24,260	\$34,170	\$49,050

<b>State</b>	<b>Employment (1)</b>	<b>Employment per thousand jobs</b>	<b>Location quotient (9)</b>	<b>Hourly mean wage</b>	<b>Annual mean wage</b>
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					<a href="#">(2)</a>
<a href="#">California</a>	27,180	1.70	0.68	\$14.97	\$31,130

## 39-5011 Barbers

Provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves.

[National estimates for this occupation](#)

[Industry profile for this occupation](#)

[Geographic profile for this occupation](#)

### National estimates for this occupation: [Top](#)

Employment estimate and mean wage estimates for this occupation:

Employment <a href="#">(1)</a>	Employment RSE <a href="#">(3)</a>	Mean hourly wage	Mean annual wage <a href="#">(2)</a>	Wage RSE <a href="#">(3)</a>
15,900	11.0 %	\$14.38	\$29,900	2.5 %

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$8.76	\$9.78	\$12.38	\$17.80	\$22.79
Annual Wage <a href="#">(2)</a>	\$18,210	\$20,350	\$25,760	\$37,020	\$47,400

State	Employment <a href="#">(1)</a>	Employment per thousand jobs	Location quotient <a href="#">(9)</a>	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
<a href="#">California</a>	1,320	0.08	0.73	\$14.41	\$29,980

## Health & Safety

Many harsh chemicals, hot tools and sharp instruments are used in the beauty & barbering industry. Some of these chemicals may cause skin irritations and or allergies. Improper Use of tools can cause severe wrist injuries, such as cramping of the hands or carpal tunnel syndrome. Proper shoe support and good posture is essential in Cosmetology. Without proper support and good posture severe lower back pain may occur. All of the same injuries can occur to Estheticians, Manicurists and Barbers.

## Physical Requirements of the Industry

Physical ability plays an important role in all fields of Cosmetology, Barbering, and Manicuring in how many hours an individual may work. Beauty industry professionals must have endurance to remain standing for long periods of time, with the ability to work with their hands raised. Cosmetologists & barbers spend about 80% of their time standing, 5%

sitting, 5% stooping and 10% bending. The majority of that time their hands are usually raised at shoulder height or just below their shoulders. Estheticians spend 70% of their time sitting, 15% standing, 5% stooping, and 10% bending. The majority of the time their hands are working below the shoulder. For manicurists, their day consists of 70% sitting, 2% standing, 2% stooping, and 26% bending. Their hands are usually kept below shoulder height. Student Cosmetologists & Barbers spend 30% sitting, 30% standing, 30% bending.

*Students should be able to meet the physical demands of the education.*

**MIXED Institute of Cosmetology & Barber-*is a private institution owned by MIXED Inc.***

## The Board of Directors

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