

**JADE BEAUTY AND BARBER COLLEGE  
CATALOG AND OTHER PUBLICATIONS**

Beginning date: January 1, 2018

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## JADE BARBER AND BEAUTY COLLEGE

1045 E. Capitol Expressway

San Jose, CA 95121

Phone (408) 623-0522/ 218-5082

### GENERAL INFORMATION

Jade Beauty and Barber College is a private institution and it is approved to operate by the bureau. Jade Beauty and Barber College is “licensed to operate”. Bureau “approval to operate” means compliance with state standards.

### FACILITIES

Jade Beauty and Barber College is located at 1045 E. Capitol Expressway San Jose, California 95121. It's a modern and spacious facility designed to simulate real world working conditions. Modeled to resemble a real salon, students are taught and learn in an environment which allows them to quickly grow accustomed to working the field of cosmetology, barber, and massage fields. Amenities include eating area. Each classroom has instructional equipments, counter; lockers are used to keep each student's uniform and private articles. Jade College has heat and air condition system.

The school teaches students a variety of skills, including clerical and managerial work such as managing the reception desk, making appointments, assigning operational tasks, customer service, and inventory work. The main objective is to prepare students to be ready upon graduation for immediate work in the field.

### DISCLOSURE STATEMENT

The following course are approved by the Bureau :

Cosmetology: 1,600 Hours

Barber: 1,500 Hours

Manicurist: 400 Hours

Esthetician : 600 Hours

Cosmetology or Barber Instructor: 600 Hours

Massage Therapy 500 Hours. It is not yet CAMTC approved

The facility is accommodated 135 students at any one time. California statute requires that a student who successfully completed a course of study, be awarded a certificate or diploma.

Instruction, class sessions, will be held at: 1045 E. capital Express way San Jose, CA 95121.

“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.”

Both the Catalog and School Performance Fact Sheet will be provided prior to enrollment or anytime upon request. Students are encouraged to visit the school and discuss personal educational and occupational plans with school personnel prior to enrollment

The minimum standards for the program of study is set forth in Educational Code Section 94316.12. The educational program is designed to lead to position in a professional, occupation, trade, or career field. The career field is requiring license in this state. Requirement for eligibility for license, the California State Board of Barbering and Cosmetology provides licenses to graduates upon passing both writing and practical test the State Board Examination.

For Massage Therapy, the career field is requiring certification. California Massage Therapy Council (CAMTC) provides certification to graduation upon passing CAMTC's test and background check. Jade Beauty and Barber College has not filed a petition within the preceding five years, or has not a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States.

Jade college provides hybrid programs for Cosmetology (hybrid – theory online), Barber (hybrid – theory online), Manicurist (hybrid – theory online), and Esthetician (hybrid – theory online). Theory can be taking only. Students, who enrolled in a hybrid courses, may also choose to attend theory lectures on the campus. Hybrid students may also choose to attend theory lectures on campus. “The approximate number of days that will elapse between the institution’s receipt of student lessons, projects, dissertations and the institution’s mailing of its response or evaluation from one to seven days.

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 2535 Capitol Oaks Drive Suit 400, Sacramento, Ca 95833 P.O. Box 980818, West Sacramento, CA 95798-0818 [www.bppe.ca.gov](http://www.bppe.ca.gov), Telephone number and fax #'s (888) 370-7589 or by fax (916) 263-1897: (916) 431-6959 or by fax (916)263-1897

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

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (toll-free telephone Toll Free: (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site. **www.bppc.ca.gov or sent to:** Bureau for Private Postsecondary Education :2535 Capitol Oaks Drive Suit 400, Sacramento, Ca 95833, P.O. Box 980818, West Sacramento, CA 957980818 [www.bppe.ca.gov](http://www.bppe.ca.gov), Telephone number and fax #'s (888) 370-7589 or by fax (916) 263-1897; (916) 431-6959 or by fax (916)263-1897. Toll Free: (888) 370-7589

This school catalog is current and is certified by Raymond Tran.

Signature: Raymond Tran

Raymond Tran, Director

ADMISSIONS REQUIREMENTS

Class instruction is given in English

Jade Beauty and Barber College does not provide English as a second language instruction.

The language proficiency in English should be equivalent to 10th grade level and up. “The level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), that will be accepted “School does not teach in a language other than English. Jade College does not admit students from other countries, whether visa services are provided or whether the institution will vouch for student status, and any associated charges.

Admissions Criteria:

1. Applicants must have received a High School Diploma, its equivalent or higher.

2. Students who do not have a High School Diploma, its equivalent or higher must take and pass an admissions test as mandated by the Bureau for Private Postsecondary Education, such as the Wonderlic Ability to Benefit Exam and receive a passing score or the high school equivalency exam, or other exam approved by the BPPE.
3. The Wonderlic Scholastic Exam Form IV or the Wonderlic Basic Skill test (WBST) is used for admissions testing. A passing score for the Manicurist Section is 13. A passing score for the Cosmetology, Skin Care, Barber, and Instructor Training is 15.

### **CALIFORNIA LICENSE REQUIREMENTS**

License Type	Requirements
Cosmetologist	Completion of the 10 <sup>th</sup> Grade, 1600 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written* and Practical** examinations.
Manicurist	Completion of the 10 <sup>th</sup> Grade, 400 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written* and Practical** examinations.
Esthetician	Completion of the 10 <sup>th</sup> Grade, 600 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written* and Practical** examinations.
Barber	Completion of the 10 <sup>th</sup> Grade, 1500 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written* and Practical** examinations.

### **Scoring**

A minimum score of 75 (out of 100) for both the written and practical is required in order to pass the examinations for licensure.

### **Language**

Examinations are given in English, Korean, Vietnamese and Spanish. Applicants can bring an interpreter if they cannot read, speak, or write in English at a 10<sup>th</sup> grade level and the examination is not given in their native language.

### **Reciprocity**

Effective July 1, 2007 the Board started granting a license without examination to licensees from other states that meet the following requirements; a current license in good standing from any state that has been active for three of the last five years with no disciplinary action or a criminal conviction.

### **National Exam.**

Effective May 1, 2009, the California State Board and Cosmetology implement the National Written Examination. Effective October 2, 2011, the California State Board of Barbering and Cosmetology implemented the National Practical Examination.

## TUITION AND FEES SCHEDULE

### GENERAL FEES

If the student obtains a loan to pay an educational program, the student will have the responsibility to pay the full amount of the loan plus interest, less the amount of any refund, and

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

Currently, Jade Beauty and Barber College dose not participate in federal and state financial aid Programs

### EXTRA INSTRUCTIONAL FEES

Course *	Tuition	Supply Fees	Registration Fee	TOTAL Fee
COSMETOLOGY	\$ 8,600	\$ 700	\$ 100	\$ 9,400
NAIL CARE	\$ 2,975	\$ 500	\$ 100	\$ 3,575
SKIN CARE	\$ 5,950	\$ 600	\$ 100	\$ 6,650
INSTRUCTOR	\$ 6,900	\$ 600	\$100	\$ 7,600
BARBER	\$ 8,600	\$700	\$100	\$9400
Massage Therapy	\$ 4,950	\$ 700	\$100	\$ 5,750

Students are expected to complete their training within the maximum time specified under the enrollment rules. If a student exceeds the standard time period for which he or she has contracted for, extra instructional fees will be charged for the balance of hours required to complete training for the rest of the course. Extra instructional charges will be included in an addendum to the enrollment agreement to reflect these additional charges.

Extra instructional fees will be assessed at an hourly rate of instruction. Buyer/Student understands. Buyer/Student must pay the full amount of tuition if Buyer/ Student completes the program earlier than the date described on the enrollment agreement. Buyer/Student is not received any refund by reason of earlier completion. Buyer/Students rights under this agreement may not be assigned to any other person, and the Buyer/Student must complete the program within the time described on the enrollment agreement. If Buyer/ Student complete the program latter than the date that is described in the enrollment agreement. The school/ seller may charge hourly rate for the program.

**JADE BEAUTY AND BARBER COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES WITHOUT PRIOR NOTICE. CURRENTLY ENROLLED STUDENTS WILL NOT BE EFFECT TO ANY CHANGE.**

Jade Beauty and Barber College does not have financial aid Programs.

Currently, Jade Beauty and Barber College doesn't award of credit for prior experiential learning.

### SCHEDULE PAYMENT OF TUITION AND FEES.

Potential Funding Source or Sponsor Fees must pay prior to the classes start, unless other arrangements are made.

Cosmetology students

( 1) Tuition Fee	\$ 8,600.00
( 2) Registration Fee ( <b><u>NON REFUNDABLE</u></b> )	\$ 100.00
( 3) Equipment's	(No Charge )
( 4) Lab supplies & text book or Kits (per lists)	\$ 700.00. Optional, student choice
(5) Learning media ( NO charge)	Optional, student choice
( 6) Uniform or other Special Protective clothing	Optional, student choice
(7) In-resident housing	School doesn't responsible
(8) Tutoring	Optional
( 9) Assessment fees for transfer of credit <b><u>NON REFUNDABLE</u></b>	\$ 100.00
( 10) Fees to transfer credits <b><u>NON REFUNDABLE</u></b>	\$ 100.00
(11)Student Tuition Recovery Fund Fee <b><u>NON REFUNDABLE</u></b> The student's obligation to the Student Tuition Recovery Fund	\$.00 per \$1,000 of total institution charges
( 12) Any other Institution charge or fee	None
(f) Charge paid to an entity other than an Institution that is specifically require for participation in the education program	None
<b><u>A SCHEDULE OF TOTAL CHARGE</u></b>	
• Registration Fee ( <b><u>NON REFUNDABLE</u></b> )	\$100.00
• Student Tuition Recovery Fund Fee <b><u>NON REFUNDABLE</u></b>	\$.00 per \$1,000 of total institution charges
• Assessment fees for transfer of credit <b><u>NON REFUNDABLE</u></b>	100.00
• Fees to transfer credits <b><u>NON REFUNDABLE</u></b>	\$100.00
<b><u>TOTAL CHARGES FOR CURRENT PERIOD OF AATTENDANCE</u></b>	\$ 9,400.00
<b><u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIOAL PROGRAM</u></b>	\$ 9,400.00
<b><u>AND THE TOTAL CHARGES THE STUDENTS IS OBLIGATED TO PAY UPON ENROLLMENT</u></b>	\$ 9,400.00
LESS DEPOSIT	\$ 1,000.00
UNPAID BALANCE	\$ 8,400.00

Amount Financed \$ 8,400 is paid by monthly payment. Student must pay on the same day of each month until amount is paid in full.  
Payment will be made at the office or mail in to the Jade College or assignee.

Manicurist Student

( 1) Tuition Fee	\$ 2,975.00
( 2) Registration Fee <b>(NON REFUNDABLE)</b>	\$ 100.00
( 3) Equipment's	(No Charge )
( 4) Lab supplies & text book or Kits ( per list)	\$ 500.00. , Optional
(5) Learning media ( NO charge)	Optional, student choice
( 6) Uniform or other Special Protective clothing	Optional, student choice
(7) In-resident housing	School doesn't responsible
(8) Tutoring	Optional
( 9) Assessment fees for transfer of credit <b>(NON REFUNDABLE)</b>	\$ 100.00
( 10) Fees to transfer credits <b>(NON REFUNDABLE)</b>	\$ 100.00
(11)Student Tuition Recovery Fund Fee <b>(NON REFUNDABLE)</b> The student's obligation to the Student Tuition Recovery Fund	\$.00 per \$1,000 of total institution charges
( 12) Any other Institution charge or fee	None
(f) Charge paid to an entity other than an Institution that is specifically require for participation in the education program	None
<u>A SCHEDULE OF TOTAL CHARGE</u> <ul style="list-style-type: none"> <li>• Registration Fee <b>(NON REFUNDABLE)</b> \$100.00</li> <li>• Student Tuition Recovery Fund Fee <b>(NON REFUNDABLE)</b> \$.00 per \$1,000 of total institution charges</li> <li>• Assessment fees for transfer of credit <b>(NON REFUNDABLE)</b> \$100.00</li> <li>• Fees to transfer credits <b>(NON REFUNDABLE)</b> \$100.00</li> </ul>	
<u>TOTAL CHARGES FOR CURRENT PERIOD OF AATTENDANCE</u>	\$ 3,575.00
<u>THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIOAL PROGRAM</u>	\$ 3,575.00
<u>AND THE TOTAL CHARGES THE STUDENTS IS OBLIGATED TO PAY UPON ENROLLMENT</u>	\$ 3,,575.00
LESS DEPOSIT	\$ 600.00
UNPAID BALANCE	\$ 2,975.00

Amount Financed \$2,975 monthly payment. Student must pay on the same day of each month until amount is paid in full. Payment will be made at the office or mail in to the Jade College or assignee.

Esthetician student

( 1) Tuition Fee	\$ 5,950.00
( 2) Registration Fee ( <b><u>NON REFUNDABLE</u></b> )	\$ 100.00
( 3) Equipment's	(No Charge )
( 4) Lab supplies & text book or Kits ( per list)	\$ 600.00 , Optional student choice
(5) Learning media ( NO charge)	Optional, student choice
( 6) Uniform or other Special Protective clothing	Optional, student choice
(7) In-resident housing	School doesn't responsible
(8) Tutoring	Optional
( 9) Assessment fees for transfer of credit <b><u>NON REFUNDABLE</u></b>	\$ 100.00
( 10) Fees to transfer credits <b><u>NON REFUNDABLE</u></b>	\$ 100.00
(11)Student Tuition Recovery Fund Fee <b><u>NON REFUNDABLE</u></b> The student's obligation to the Student Tuition Recovery Fund	\$.00 per \$1,000 of total institution charges
( 12) Any other Institution charge or fee	None
(f) Charge paid to an entity other than an Institution that is specifically require for participation in the education program	None
<b><u>A SCHEDULE OF TOTAL CHARGE</u></b> <ul style="list-style-type: none"> <li>• Registration Fee (<b><u>NON REFUNDABLE</u></b>)</li> <li>• Student Tuition Recovery Fund Fee (<b><u>NON REFUNDABLE</u></b>)</li> <li>• Assessment fees for transfer of credit (<b><u>NON REFUNDABLE</u></b>)</li> <li>• Fees to transfer credits (<b><u>NON REFUNDABLE</u></b>)</li> </ul>	\$100.00 \$.00 per \$1,000 of total institution charges \$100.00 \$100.00
<b><u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u></b>	\$ 6,650.00
<b><u>THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIOAL PROGRAM</u></b>	\$ 6,650.00
<b><u>AND THE TOTAL CHARGES THE STUDENTS IS OBLIGATED TO PAY UPON ENROLLMENT</u></b>	\$ 6,65000
LESS DEPOSIT	\$1,000.00
UNPAID BALANCE	\$5,650. 00

Amount Financed \$ 5,650.00 is paid by monthly payment. Student must pay on the same day of each month until amount is paid in full.

Payment will be made at the office or mail in to the Jade College or assignee.



Barber Student

( 1) Tuition Fee	\$ 8,600.00
( 2) Registration Fee <b>(NON REFUNDABLE)</b>	\$ 100.00
( 3) Equipment's	(No Charge )
( 4) Lab supplies & text book or Kits ( per list)	\$ 700.00. , Optional
(5) Learning media ( NO charge)	Optional, student choice
( 6) Uniform or other Special Protective clothing	Optional, student choice
(7) In-resident housing	School doesn't responsible
(8) Tutoring	Optional
( 9) Assessment fees for transfer of credit <b>(NON REFUNDABLE)</b>	\$ 100.00
( 10) Fees to transfer credits <b>(NON REFUNDABLE)</b>	\$ 100.00
(11)Student Tuition Recovery Fund Fee <b>(NON REFUNDABLE)</b> The student's obligation to the Student Tuition Recovery Fund	\$.00 per \$1,000 of total institution charges
( 12) Any other Institution charge or fee	None
(f) Charge paid to an entity other than an Institution that is specifically require for participation in the education program	None
<u>A SCHEDULE OF TOTAL CHARGE</u>	
• Registration Fee <b>(NON REFUNDABLE)</b>	\$100.00
• Student Tuition Recovery Fund Fee <b>(NON REFUNDABLE)</b>	\$.00 per \$1,000 of total institution charges
• Assessment fees for transfer of credit <b>(NON REFUNDABLE)</b>	\$100.00
• Fees to transfer credits <b>(NON REFUNDABLE)</b>	\$100.00
<u>TOTAL CHARGES FOR CURRENT PERIOD OF AATTENDANCE</u>	\$ 9,400.00
<u>THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIOAL PROGRAM</u>	\$ 9,400.00
<u>AND THE TOTAL CHARGES THE STUDENTS IS OBLIGATED TO PAY UPON ENROLLMENT</u>	\$ 9,400.00
LESS DEPOSIT	\$ 1,000.00
UNPAID BALANCE	\$ 8,400.00

Amount Financed \$ 8,400 is paid by monthly payment. Student must pay on the same day of each month until amount is paid in full.

Payment will be made at the office or mail in to the Jade College or assignee

## Instructor Student

( 1) Tuition Fee	\$ 6,900.00
( 2) Registration Fee ( <b><u>NON REFUNDABLE</u></b> )	\$ 100.00
( 3) Equipment's	(No Charge )
( 4) Lab supplies & text book or Kits ( per list)	\$ 600.00. , Optional student choice
(5) Learning media ( NO charge)	Optional, student choice
( 6) Uniform or other Special Protective clothing	Optional, student choice
(7) In-resident housing	School doesn't responsible
(8) Tutoring	Optional
( 9) Assessment fees for transfer of credit ( <b><u>NON REFUNDABLE</u></b> )	\$ 100.00
( 10) Fees to transfer credits ( <b><u>NON REFUNDABLE</u></b> )	\$ 100.00
(11)Student Tuition Recovery Fund Fee ( <b><u>NON REFUNDABLE</u></b> ) The student's obligation to the Student Tuition Recovery Fund	\$.00 per \$1,000 of total institution charges
( 12) Any other Institution charge or fee	None
(f) Charge paid to an entity other than an Institution that is specifically require for participation in the education program	None
<b><u>A SCHEDULE OF TOTAL CHARGE</u></b>	
• Registration Fee ( <b><u>NON REFUNDABLE</u></b> )	\$100.00
• Student Tuition Recovery Fund Fee ( <b><u>NON REFUNDABLE</u></b> )	\$.00 per \$1,000 of total institution charges
• Assessment fees for transfer of credit ( <b><u>NON REFUNDABLE</u></b> )	\$100.00
• Fees to transfer credits ( <b><u>NON REFUNDABLE</u></b> )	\$100.00
<b><u>TOTAL CHARGES FOR CURRENT PERIOD OF AATTENDANCE</u></b>	\$ 7,600.00
<b><u>THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIOAL PROGRAM</u></b>	\$ 7,600.00
<b><u>AND THE TOTAL CHARGES THE STUDENTS IS OBLIGATED TO PAY UPON ENROLLMENT</u></b>	\$ 7,600.00
LESS DEPOSIT	\$ 1,000.00
UNPAID BALANCE	\$ 6,600.00

Amount Financed \$ 6, 600 is paid by monthly payment. Student must pay on the same day of each month until amount is paid in full.

Payment will be made at the office or mail in to the Jade College or assignee.

## Massage Therapy

( 1) Tuition Fee	\$ 4,950.00
( 2) Registration Fee ( <b><u>NON REFUNDABLE</u></b> )	\$ 100.00
( 3) Equipment's	(No Charge )
( 4) Lab supplies & text book or Kits ( per list)	\$ 700.00. , Optional student choice
(5) Learning media ( NO charge)	Optional, student choice
( 6) Uniform or other Special Protective clothing	Optional, student choice
(7) In-resident housing	School doesn't responsible
(8) Tutoring	Optional
( 9) Assessment fees for transfer of credit ( <b><u>NON REFUNDABLE</u></b> )	\$ 100.00
( 10) Fees to transfer credits ( <b><u>NON REFUNDABLE</u></b> )	\$ 100.00
(11)Student Tuition Recovery Fund Fee ( <b><u>NON REFUNDABLE</u></b> ) The student's obligation to the Student Tuition Recovery Fund	\$.00 per \$1,000 of total institution charges
( 12) Any other Institution charge or fee	None
(f) Charge paid to an entity other than an Institution that is specifically require for participation in the education program	None
<b><u>A SCHEDULE OF TOTAL CHARGE</u></b>	
• Registration Fee ( <b><u>NON REFUNDABLE</u></b> )	\$100.00
• Student Tuition Recovery Fund Fee ( <b><u>NON REFUNDABLE</u></b> )	\$.00 per \$1,000 of total institution charges
• Assessment fees for transfer of credit ( <b><u>NON REFUNDABLE</u></b> )	\$100.00
• Fees to transfer credits ( <b><u>NON REFUNDABLE</u></b> )	\$100.00
<b><u>TOTAL CHARGE FOR CURRENT PERIOD OF AATTENDANT</u></b>	\$ 5,050.00
<b><u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIOAL PROGRAM</u></b>	\$ 5,050.00
<b><u>THE TOTAL CHARGES THE STUDENTS IS OBLIGATED TO PAY UPON ENROLLMENT</u></b>	\$ 5050.00
LESS DEPOSIT	\$ 1000.00
UNPAID BALANCE	\$ 4,050.00

Amount Financed \$ 2,975 is paid by monthly payment. Student must pay on the same day of each month until amount is paid in full.

Payment will be made at the office or mail in to the Jade College or assignee.

## **TUITION RECOVERY FUNDS STATEMENT.**

“The state of California established the Student Tuition Recovery fund (STRF) to relieve or mitigate economic loss suffering by a student in an educational program at the 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 student in an education program, who is a California resident, or are enroll in residency program, and prepay all or part of your tuition. You are not eligible for protection from STRF, you are not required to pay the STRF assessment , if you are not California resident, or are not enrolled in residency program”

“It is important that you keep copies of the enrollment agreement, financial aid papers, enrollment; receipts or any other information that document the amount paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education

**Physical address 2535 Capitol Oaks DR, Suite S-400, Sacramento, CA 95833.**

**Phone: (916) 431-6959 - FAX: (916) 263-1897 [www.bppc.ca.gov](http://www.bppc.ca.gov)**

To be eligible for STRF, you must be a California resident or are the 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 120 day period before the closure of the institution or location of the institution or were enrolled in an education program within the 120 day period the program was discontinued.
3. You were enrolled at an institution or a location of the institution within more than 120 days before the closure of the institution or location of the institution, in an education 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 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 the result in the cancelation of one or more of your student loans and have an invoice for services rendered and evidence of the cancelation 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 reviewed by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would be 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 file a written application for recovery within the original four (4) years 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 taxpayer identification number”

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

In California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a “California resident”

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

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

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

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

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

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

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

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

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

#### TRANSFER AND RE-ENTRY POLICY

Enrollment Fees:

Cosmetology, Barber, Instructor, and Skin care, Cross Over for Barber or Cosmetologist: \$ 100.00

Nail Care Fee: \$ 100.00

All students transferring into this school from other schools in California must provide a record of his or her withdrawal from the prior school if the student wishes to receive credit for prior hours of instruction. Credit for instruction received at other out-of-state schools may be received with proper documentation of prior training from the State Board of Cosmetology and Barbering.

Students who temporarily withdraw and deemed to be in good standing may apply for re-entry without loss of prior credit earned. Such students must provide a record of the withdrawal, or a transcript from the prior school in order to receive credit for prior training.

Full time enrollment is defined as a minimum of 30 hours per week. Part time enrollment is defined as a minimum of 20 hours per week.

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

"The transferability of credits you earn at JADE BEAUTY AND BARBER COLLEGE is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in Cosmetology, Barber, Skin care, Nail care and Instructor is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending JADE BEAUTY AND BARBER COLLEGE to determine if your diploma or certificate will transfer."

The institution has not entered into an articulation or transfer agreement with any other college or university

For all programs, the transferability of credits you earn from other school which is approved by the Bureau for Private Postsecondary Education, Jade College accepts hour's credit.

Applicants must have:

1. A high School Diploma or its equivalent or higher.

Students who do not have a High School Diploma, its equivalent or higher must take and pass an admissions test as mandated by the Bureau for Private Postsecondary Education, such as the Ability to Benefit Exam and receive a passing score or the high school equivalency exam, or other exam approved by the BPPE. The Wonderlic Scholastic Exam Form IV or the Wonderlic Basic Skill test (WBST) is used for admissions testing. A passing score for the Manicurist Section is 13.

A passing score for the Cosmetology, Skin Care, Barber, and Instructor Training is 15.

2. Student must have detail transcription for each subject of education program to continue study.

## INSTITUTIONS' MISSION AND PURPOSES

Our schools mission and purposes is to provide quality instruction which will prepare students to pass the State Board of Cosmetology Examination and California Massage Therapy Council (CAMTC) for their course of study. The examination tests an individual's basis knowledge and skills for entry level positions in the beauty and massage industries.

Instruction is tailored to prepare all students with the necessary skills and knowledge to pass the exam, and to be ready for immediate entry into the profession. The school continually monitors and maintains the quality of its program of study in accord with the standards set forth by the State Board of Cosmetology and California Massage Therapy Council.

## THE INSTRUCTION'S STANDARD FOR STUDENT ACHIEVEMENT

All students must maintain satisfactory attendance and academic progress. The student will be evaluated on three criteria:

1. Attendance: Students must complete the program hours requires by Board of Barbering Cosmetology. If student has missed class, students must arrange to make up the hours in order to satisfactory complete their program at the completion date that has signed in the enrollment contract.
2. Theory and practical exam, test grades, and projects.
3. Progress in performing required practical skills in a proficient manner

## GRADING STANDARD

Students are evaluated by taking test on a lecture and practical operations weekly and a final test before graduation. The evaluations are grading by letter or percentage. Students who achieved (75%) "C" average or better is deemed satisfactory academic status. The school uses the below detailed grading system

<b>Practical Experiences</b>	<b>THEORY</b>	
100%-90% = A	100%-90%	A Excellent
89%-85% = B	89%-85%	B Above Average
84%- 75% = C	84%- 75%	C Satisfactory
74%or below =D	74% or below	D Unsatisfactory

## Attendance Policy

The school will make all effort to accommodate the student's needs and their ability to attendance. Whenever absent is claimed by reason of funerals, weddings, medical, personal need, etc, a certificate signed by doctor is required for medical or illness absent. Absences do not be permitted Saturdays, or prior to a holiday. Scheduled attendance is defined as the hours per week/month the student has contracted for on his or her enrollment agreement (contract). If you are late more than 10 minutes, you must call instructor or school office and give the reason, and when student is absent, you must call school. Excused tardiness and absences two and half days a month unauthorized absences (or the equivalent hours). Students may be subject to suspension or interruption for unsatisfactory attendance. Students are also required to adhere to related standards regarding tardiness and school rules and regulations, as outlined in the school catalogue. Attendance: The student must average 70 % of scheduled hours. Students must complete the program hours requires by Board of Barbering Cosmetology. If student has missed class, students must arrange to make up the hours in order to satisfactory complete their program at the completion date that has signed in the enrollment contract.

## TARDINESS

Excused tardiness and absences is two and half days or the equivalent hours per month unauthorized, Students may be subject to suspension or interruption for unsatisfactory attendance.

## DROP OUT POLICY

A student may cancel his or her enrollment contract and receive a full or partial refund. All cancellations of enrollment must be provided to the school in writing. Cancellation dates will be determined by the postmark on the written notice, or the date such information was delivered to the school administrator or owner in person. "If you cancel, any payment you have made and any, negotiable instrument signed by you shall be return to you within 30 days following the school's recipe of your cancellation notice." This policy applies irregardless of whether or not the student has actually attended classes.

## LEAVE OF ABSENCE

Students may experience extended personal, medical or other problems which will make it difficult to attend class. In the event of such occurrence, the student may allow a Leave of Absence (LOA) from the program. The LOA must be requested in writing by the student and must be approved by the instructor. LOA for non-medical reasons may be granted for up to four weeks. Medical LOA s, students can re schedule hours with a written request from the student's physician. Students should not request an LOA unless absolutely necessary.

The school will only grant one LOA within a 12 months period. Students will retain all credit for hours and work projects completed and the academic progress status after returning from an authorized LOA. Students who did not return from an LOA period will be considered dismissed as of the last class day of attendance prior to the start of the leave.

## STATEMENT OF NON-DISCRIMINATION

Jade beauty and Barber College does not discriminate on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, Area of Origin or Residence in its Admissions, Instruction, or Graduation policies.

## EVALUATION PERIODS

All students must meet the minimum academic and attendance requirements.

Attendance: The student must average 70 % of scheduled hours. Students must complete the program hours requires by Board of Barbering Cosmetology. If student has missed class, students must arrange to make up the hours in order to satisfactory complete their program at the completion date that has signed in the enrollment contract.

Academic progress: Student must take weekly testing on lecture, practical operation, and final written and practical. The evaluations are grading by letter or percentage. Students who achieved (75%) "C" average or better is deemed satisfactory progress.

## PROBATION AND DISMISSAL POLICIES

Students who fail to meet the satisfactory academic progress standards at any evaluation period will be placed on academic, and/or attendance probation. During the probation period, school will help student such as review theory and practical return to satisfactory academic progress standards. At the end of the probation period students still fail to meet satisfactory academic or attendance progress standards may be suspended or dismiss from the school on case by case. Student will be removed from probation, if he or she meet the satisfactory academic progress standards at the end of their probation period.

## APPEALS

Students who wish to contest a probation decision may submit the appeal letter to school 'administrator. The letter should be received within 5 days of termination and must describe any circumstances related to



the student's academic standing which the student believes deserves special consideration. The administrator will evaluate the appeal within a reasonable time period in 10 days and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee will provide written notice to the student of its decision within a reasonable time period in 10 days. The committee's decision is final.

#### RETENTION OF STUDENT RECORDS

Education records are files, materials, and documents, which contain information that related to the student and are kept by the school. The school will allowed adult students, parents of minor students, and parents of tax dependent students to inspect, review, and challenge information contained in their education records or those of their minor or tax dependent children.

Therefore a written consent is required before any education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. Students are not allowed to inspect the financial records of parents. A school official must be present all times during the examination of student files. Jade institution will maintain Students' records for a period of five years from the date the student graduates, withdraws or otherwise ceases to be enrolled.

"In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal."

### STUDENT RIGHTS

#### POLICIES ON STUDENT RIGHTS, INCLUDING PROCEDURE FOR ADDRESSING STUDENT GRIEVANCES

The complaint designated person is Raymond Tran. When students, staff members, or any other interested party has a complaint that the instructor cannot solve satisfied. The complaint party shall send a complaint in writing to the school representative. In ten days after receive a complaint letter. A school representative will meet the complainant and evaluate the complaint thoroughly. If the problem cannot be solved through discussion, the complaint will be sent to the school director. Within two weeks after receiving the complaint letter, and the school director will investigate the complaint thoroughly. If more information is needed, the director will send a letter to complainant to request to provide the needed information. If no information needed, the school director will send a letter, outline the steps that the school will take to solve the problem to the complainant within 15 days. If after investigate, the complaint is determined to be unfounded. The school director will reject the complaint and sent a letter, and stating the reasons to the complainant within 15 days.

All documentation relating to the complaint will be retained for up to 5 years.

The student is not satisfied with the final disposition; he or she can call to:

The Bureau for Private Postsecondary Education at 2535 Capitol Oak Drive, Suite 400, Sacramento, CA 95833 by calling, toll Free Number (888) 370-7589 or completing a complaint form, which can obtained on the bureau's internet

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## STATEMENT OF NON-DISCRIMINATION

Jade beauty and Barber College does not discriminate on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, Area of Origin or Residence in its Admissions, Instruction, or Graduation policies.

“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.

Payment will be made at the office or mail in to the Jade College or assignee. If buyer/student fail to perform his or her obligation to make payment when due. The Seller/ School without notice to buyer/ student may declare the full-unpaid amount immediately due and payable. Payment 10 days delinquent may accrue a LATE CHARGE of 5% or maximum amount allow by law.

Buyer/student may pay off in advance the entire unpaid amount and receive a partial refund of interest computed by actuarial method. NOTICE: ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH BUYER (STUDENT) COULD ASSERT AGAINST THE SELLER (SCHOOL) SERVICES OBTAINED HEREUNDER. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

### NOTICE

“YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIM AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.”

### NOTICE OF STUDENT RIGHTS

Read the NOTICE OF CANCELLATION FORM for an explanation of your cancellation right and responsibilities.

1. If you have lost your Notice of cancellation form, ask the school for a sample copy.
2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are describing in the contract. If you have lost your contract, ask the school for a description of the refund policy.
- 3.If the school close before you graduates, you may be entitled to a refund. Contact the Council for Private Postsecondary and Vocational Education at the address and phone number printed below for information.
- 4.If you have any complaints, question, or problems you cannot work out with the school, write or call the Bureau for Private Postsecondary Education at 2535 Capitol Oak Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), Toll Free Number (888)-370-7589 or by fax (916) 263-1897”

Jade College shall transmit the first lesson and any materials to any hybrid student within seven days after the institution accepts the student for admission.

For hybrid students, (1) Jade shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. (2) If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund for the online (theory) portion of the program after all of the online (theory) lessons and material are transmitted.

### RIGHT TO CANCELLATION/

"You may cancel this contract for school, without any penalty or obligation, by the day started below.”

“If you cancel, any payment you have made and any, negotiable instrument signed by you shall be return to you within 30 days following the school’s receipt of your cancellation notice.”

“But, if the school gave you any equipment, you must return the equipment within 10 days of the date you signed a cancellation notice. If you do not return the equipment within this 10 days period, the school may keep an amount out of what you paid that equals the cost of the equipment. The school is required to refund any amount over that as provided above, and you may keep the equipment.”

“To cancel the contract for school, mail or delivery of a signed and dated copy of the Cancellation Notice, or any other written notice, or send to:  
Hybrid students have the right to cancel the enrollment agreement and receive a full refund, but not registration fee (non-refundable) before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

**CANCELLATION IN WRITING REQUIRED**

All cancellations must be submitted in writing. Cancellation by phone or by non-attendance is not considered an accepted means of cancellation. To cancel enrollment, mail or delivery of a signed and dated copy of the Cancellation Notice, or other written notice, should be sent and addressed to:  
JADE BARBER AND BEAUTY COLLEGE 1045 E. Capitol Expressway San Jose CA 95121

**“STUDENT RIGHT TO CANCEL”**

“ The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

“ Institution shall refund 100 percent of the amount paid for the institution charged, less a reasonable deposited or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class section, or the seventh day after enrollment, whichever is later”

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

\_\_\_\_\_  
(First day of class)

"You may cancel this contract for school, without any penalty or obligation, by the day started below."

“If you cancel, any payment you have made and any, negotiable instrument signed by you shall be return to you within 30 days following the school’s receipt of your cancellation notice.”

“But, if the school gave you any equipment, you must return the equipment within 10 days of the date you signed a cancellation notice. If you do not return the equipment within this 10 days period, the school may keep an amount out of what you paid that equals the cost of the equipment. The school is required to refund any amount over that as provided above, and you may keep the equipment.”

“To cancel the contract for school, mail or delivery of a signed and dated copy of the Cancellation Notice, or any other written notice, or send to:

**Jade Beauty and Barber College  
1045 E. Capitol Expressway San Jose, CA 95121**

“NOT LATER THAN \_\_\_\_\_  
(The seventh day after enrollment)

**STUDENT’S SIGNATURE \_\_\_\_\_**

“Remember, you must cancel in writing, and that withdraw may be effectuated by student’s conduct, Including, but not necessarily limited to, a student’s lack of attendance. You do not have the right to cancel by just telephoning to the school or by not coming class.

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

If you have any complaints, questions, or problems that you cannot work out with the school, write or call: the Bureau for Private Postsecondary Education at 2535 Capitol Oak Drive, Suite 400, Sacramento, CA 95833 by calling, toll Free Number (888) 370-7589 or completing a complaint form, which can obtained on the bureau’s internet

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

“THIS NOTICE IS IMPORTANT. KEEP IT FOR YOUR RECORD.”

#### NOTICE OF REFUND

#### RIGHT TO WITHDRAW AND NOTICE OF REFUND

You have the right to withdraw at any time from the education service after midnight of the fifth business day described above (RIGHT TO CANCELLATION).” If you withdraw or are terminated, or expelled, by the School, the school will mail a refund as provided in this section within thirty (30) days following withdrawal, termination, or expulsion date. You shall be considering by the School/Seller to have withdrawn from the course of instruction when any of the following occur:

- (1) You cancel or withdraw from educational services by written notice by mail or in person.
- (2) Your enrollment is terminated by the School/Seller as provided in above;
- (3) You fail to attend classes for a three-week period. For the purpose of the calculation of this part, the date of your withdrawal shall be deemed to be the date of your cancel or withdraw from educational services or enrollment is terminated by the school.
- (4) A student fails to return at the end of an authorized period of absence. In the event that such occurs, refunds shall be made according to the date that instruction began, until the last day of the student’s physical attendance prior to the authorized leave of absence.
- (5) The student has been dismissed for a violation of the Rules and Regulations.
- (6) Failure to make tuition payments as scheduled in the Enrollment Agreement.

#### REFUND POLICY

Cancellation of enrollment after more than SEVEN days after the start of class shall be entitled to a refund. The student has a right to withdraw from school at any time and receive a refund for the portion of the course not completed. The refund amount will be “prorated” according to the uncompleted portion of the course, less the cost to the school of any unreturned equipment and a registration fee which will not exceed \$100.00. The refund will be made within 30 days after the date the school receives the student’s written Notice of Cancellation.

In the event that the school is permanently closed and no longer able to offer instruction after a student enrolls, the student will be entitled to a pro-rata refund of tuition as outlined in this refund policy, and the enrollment agreement. If a course has been cancelled subsequent to a student’s enrollment, the school shall at its option, provide a full refund of all funds paid, or provide completion of the course. If an applicant is not accepted for enrollment by the school, all funds paid will be refunded immediately.

**CACULATION OF AMOUNT TUITION&EQUIPMENT REFUND:**

Student enrolled in this particular course whose course tuition was paid in full would be entitled the following refunds if he/she withdrew from the program after completing a period of days or weeks of the following instruction.

<b><u>Schedule % of Course completed</u></b>	<b><u>Amount of Refund to student</u></b>
0.01% TO 4.9%	80%
5% TO 9.9%	70%
10% TO 14.9%	60%
15% TO 24.9%	55%
25% TO 49.9%	30%
60% AND OVER	0%

**TUITION ADJUSTMENT**

PERCENTAGE LENGTH SCHEDULED TO TOTAL LENGTH OF COURSE	PERCENTAGE OF TOTAL TUITION OWED THE SCHOOL	CALCULATION OF TUITION OWNED
0.01% TO 4.9%	20%	.20(X) TUITION
5% TO 9.9%	30%	.30(X) TUITION
10% TO 14.9%	40%	.40(x) TUITION
15% TO 24.9%	45%	.50(X) TUITION
25% TO 49.9%	70%	.70(x) TUITION
60% AND OVER	100%	100% TUITION

The refund to be paid to a student/buyer for a program of education service shall be calculated as follows:

- (A) Deduct a registration fee not exceeding one hundred (\$100.00) from the total tuition charge.
- (B) Divide the hours that student earned by the number of hours in the program
- (C) The quotient is the percentage charge for the program
- (E) The refund would be any amount in excess of the figure derived in subparagraph (c) that was paid by the student.
- (F) The refund amount shall be adjusted accordingly which is provided in “RIGHT TO CANCELLATION” for equipment, if applicable.

**HYPOTHERCAL EXAMPLES:**

A Student is enrolled in a course that consists of 1600 hours long

- A student is scheduled for 6 hours per day
- Tuition charge is \$4,000.00.
- There are no special equipment charges for this hypothetical student’s course.
- This student with draws from class after completing 10 days of the course therefore total attended hours: 60 hours (0.0375% of the time length course)
- The refund would be calculated as follows:
  - (A) Deduct a registration fee \$ 100.00 from the total tuition charge: \$ 4,000.00-\$100= \$3,900.00
  - (B) Divide the total hours student earned by the number of hours in the program
  - (C) The percentage length scheduled 60 hrs/1600 hrs=0.0375%
  - (D) The amount owed by the student is calculated 20% ( .20 x \$ 4,000.00= \$800.00)
  - (E) The refund would be any amount in excess of the figure derived in subparagraph (D) that was paid by the student:  
\$3,900.00 - \$ 800.00 = 3,100.00
  - (F) The refund amount to the student will be \$ 3,100.00 minus the equipment charge, if any.

The refund amount shall be adjusted accordingly which is provided in “RIGHT TO CANCELLATION” for equipment, if applicable

**EQUIPMENT SUPPLY REFUNDS**

Once purchased, any equipment and materials specified on the Equipment Schedule become the property of the Student/Buyer, unless such materials are returned in usable condition within 10 days of the Student/Buyer’s withdrawal from school. Such materials will exclude health and sanitary items. The Seller/School will refund only the amount that exceeds the documented cost of such materials.

Recognized health and sanitary restrictions prevent the school from accepting the return of equipment and materials specified in the Equipment Schedule.

**TERMINATION OF ENROLLMENT**

Formal termination of the student’s enrollment will occur under any of the following conditions:

- a) A student provides the school with written notification of his or her intent to withdraw.
- b) A student fails to return at the end of an authorized period of absence. In the event that such occurs, refunds shall be made according to the date that instruction began, until the last day of the student’s physical attendance prior to the authorized leave of absence.
- c) A student has been absent for three consecutive weeks (15 class days).
- d) The student has been dismissed for a violation of the Rules and Regulations.
- e) Failure to make tuition payments as scheduled in the Enrollment Agreement.

All refunds will be made within 30 days of formal cancellation or determination of withdrawal as stated above.

**1.COURSE INFORMATION**

**CLASS SCHEDULE**

**CALENDAR AND HOLIDAY DATES**

Regular classes will begin on every Monday of every week.

<b>Monday through Friday Classes</b>		
Morning Classes	8:30 AM	2:30 PM
Morning Classes	8:30 AM	5:00 PM
Afternoon Classes	12:30 or 1:00 PM	9:00 PM
Evening Classes	4:30 or 5:00 PM	9:00 PM

<b>Saturday Classes</b>		
Afternoon, Evening Classes	10:AM	5:00 PM

<b>School Holidays</b>	
New Year’s Eve and New Year’s Day	Memorial Day
Easter Night	Independence Day
Labor Day	Thanksgiving day night and the Day After
Christmas (from 12/24 -Night to 12/25)	Religious Holidays may be excused with prior authorization of the school administrator.

**Schedule:** School opens From Monday to Saturday. Full time students who attends 30 hours a week and up, and part time students who attends from 20 hours to 29 hours a week . Student to will meet their instructors every day, except Saturday to receive lectures, work sheets, practice test, practical demonstration, and assignments. Saturday, students will be assigned costumer service or any requested. The school may have temporary closures for other holidays or emergencies. All students will be notified in the event of such days as early as possible.

## **JADE BARBER AND BEAUTY COLLEGE RULES AND REGULATIONS**

**PROFESSIONAL CONDUCT AND GENERAL POLICICY IS PROVIDED TO PROSPECTIVE STUDENT PRIOR TO ENROLL**

### **TIME CLOCK**

1. Each student must clock in and out his-self or her-self each day.
2. Students are not allowed to clock each other in or out.
3. Each student must turn in time card and keep accurate record performed service and totaled by student each day.
4. In class hours, students must complete assigned practical operations and theory, or self-study (authorized by instructor). All class activities must be related to their course of study, all practical operations must be checked by instructor to receive credit each day.
5. Students must keep themselves in professional manners.
6. Students must keep their stations, stands, chairs, and mirror, cabinets Clean and Sanitary each day before they leave the school.
7. Students must wear pants or skirts must cover the knees and Shirt must completely cover chest well. No high heel shoes and slippers are allowed.
8. Students do not allowed discuss tips and converse each other while they serve the customer.
9. Jade School does not permit students bring drug or stimulant of any kind, alcoholic beverages, radios, television into the school.
10. Student must not eat, drink, and smoke in class rooms and floor or while service on the customer.
11. Students must service all the customers on their assigned chairs.
12. Students can ask instructors to help if she or he is having difficulties such as with the customers or service is given.
13. Each student must comply with the school's rules and regulations
14. Student who Frauds instructors signature to earn credit hours, student will be terminated.
15. Students cannot be changed the assigned chair without instructor's permission.
16. Students must get instructor's permission before service to each other.
17. Students 'time card will be clocked out if students leave the School without permission. Repeat violation or any of the School' rules, students may be suspension or dismissal from the School.
18. Friends and visitor are not allowed on the working place and classrooms.
19. The school reserves the right to interrupt training if the tuition is past due.
20. Disrespect instructors, customers, or other students do not allow.
21. Students are not allowed disruption in the classrooms.
22. Students must pay for supplies and chemicals for personal service (50% off), and students are not allowed bring out side chemical products into the school to perform personal service.
23. The School reserves the right to open and check student's lockers at any time because the lockers are school property.

24. Students are responsible for return any equipments, supplies that student borrow from the school.
25. The school is not responsible for student personal stuffs.
26. Student is not allowed to bring time card home.
27. Students must call instructor to check before the customer leave.
28. The instructors will check and sign for each service such as haircut, chemicals service.... On mannequins or customers.
29. Students are not allowed to use the business phone for personal calls, except for an emergency. Students must abide the State Cosmetology and Barber Board Rules and Regulations governing. Students must also abide School's Rules and Regulations, any violation may result in suspension or dismissal from School.
30. Student must take and pass weekly tests with 75% and up.
31. Students must take and pass practical and written tests with 75% and up before reapplication or graduation.

#### SUSPENSION AND EXPULSION

1. First violation of School Rules and Regulation, student is warned.
2. Second violation of School Rules and Regulation, student is suspended for one day.
3. Third violation of School Rules and Regulation, student is not allowed to continue training unless student complies with the School Rules and Regulation.
4. Fourth violation of School Rules and Regulation, students are not allowed to re-enter the School.
5. A student violates the School Rules and Regulations, and Cosmetology and Barber laws. Student may be suspended or expelled at any time.

#### FACULTY AND THEIR QUALIFICATIONS

Director: Raymond Tran

Qualification

Certificate of Authorization (CERT): 06-382989

Instructors:

Thu T Le

Instructor

Qualification

She has 24 years' experience in Beauty and Barber field.

February 2007 to present, education executive who develops curriculums courses at Jade Beauty and Barber College.

Instructor: Cosmetology, Barber, Skin care, Nail care, and instructor courses.

2004-2005

Instructor at Evergreen Beauty College

2002-2004

Teacher training (600 hours) and hair stylist Cosmetologist 1991 -1996, She was a salon owner, and her specialty in hair cutting, chemical specialist, makeup and nail artist.

Bach Mai Thi Nguyen

Instructor

Qualification

She has 12 years' experience in Beauty.

2009 to present



Instructor: Cosmetology, Skin Care, and Nail care, and instructor courses.

Jan 2009

Teacher 1978, Cosmetology 2003, Cosmetologist CA, Licensed 2008, CA Nail Care licensed 2004.

Danny Holt

Instructor

Qualification

He has 6 years' experience in Barber field.

Instructor: Barber

CA licensed Barber 2011, complete instructor course (600 hours, 2013)

Sub- Instructor

Jacob Villarruel

Instructor

Qualification

He has 12 years' experience in the barber field

CA licensed Barber 2010, Completed Instructor course (600 hours, September 2010)

Instructor: Barber

2003-2005. He was a hair stylist assistant at a Barber Shop. He knows cutting when he was teenager age.

Katie Phan

Sub- Instructor

Qualification

He has 5 years' experience in the field

Cosmetology License: October 2014

Instructor Training: completed August 2015

Barber License: February 2015

Instructor: Cosmetology, Barber, Skin care, Nail care.

2011-2012. She was a hair stylist assistant at a salon.

Nhung Le

Qualification

She has 13 years' experience in Beauty field.

June 2018 to present, teacher training at Jade Beauty and Barber College

2014-2018

Manager at Diva Nail Spa

2002 to 2014

Worked as hairstyles, manicurist, facial specialist

Cosmetology license 2005

Nail license 2001

Jenny Ly

Instructor

Qualification

He has 10 years' experience in the field

Massage Therapist/Nail Technician 2006

Instructor: Massage Therapy

Lanny Ngoc Pham

Instructor

Qualification

He has 7 years' experience in the field.

She is current working at Nail art salon/ spa in Prunedale She has a California nail licenses since 2004.

She has a California Esthetician 2006 Instructor: Massage Therapy

## STUDENT SERVICES

### Library services

Jade's Library will be when school is operation hours, six days a week. Students can come to learn, research, and borrow books any time during the library is opened. The library has stations and chairs for self study, and practical for State Board exam. The library will consist of TV, DVD, lap tops, textbooks, and video that are related to the courses for students.

The library has enough instructional needs. There will be lap tops , DVD, and books that relate to haircut, hair design, hair styling, chemical applications, both manual and electric facial, waxing, make up, up do, manicure, pedicure, artificial nail, to learn more about chemicals, haircut, hair styling, and others that relate to their occupation. Finding the job and job interview books help students to learn how to get an interview and find job, interact with customers.

### Academic counseling.

The counselor explains and helps students complete the following:

- 1) Explain the educational programs, help students chose the courses that base on the students desired program.
- 2) Explain tuitions fee and fees, tools, and textbooks purchase.
- 3) Explain and help students fill out all the paper works such as contract, notice of student rights, notice of cancel and return polices...
- 4) Explain school's rules and regulations.
- 5) Explain school's calendar and help student chose the schedule time.
- 6) Review students' academic progress individually, and students can request meeting with counselor any time.

Jade College does not provide housing, and the institution has no responsibility to find or assist a student in finding housing. The institution does not have dormitory facilities under its control.

The availability of housing located reasonably near the institution's facilities and an estimation of approximate cost of housing in the area ranges from \$400 for one room in a house to \$1000 for studio apartment.

“The institution has no responsibility to find or assist a student in finding housing.

### Explain textbook Purchases

In teaching, school uses text and reference books approved by the board, the bulletin performance developed by the board, and the Barbering and Cosmetology Act and the Rules and Regulations of the Board of Barbering and Cosmetology are also used.

Each student must possess the following:

At least one (1) of the textbooks and reference books approved by the board.

There shall be available for the use of students in the school

A list of the text and reference books approved by the board. Any two approved text other than the one text possessed by the student

#### PLACEMENT SERVICE

1. School contacts with salons employers and companies which can hire Cosmetologist, Barber hair stylists, Manicurists, Estheticians.
2. Post job opening in the school's post board.
3. Open for Salons, companies to come and show jobs opportunity in their companies.
4. School keeps contact through the use of survey forms or phone to assist graduated student at least for the first year. However, graduated students are welcome to contact or stop by to school at any time for job search and advice.

All students are provided with job placement assistance, which includes help on filling out employment applications, job seeking and interview advice, and access to a list of job openings available at local beauty salons.

The school will keep track of graduates through the use of survey forms or phone call to inquire about their current job status. Surveys are used solely to assist the school in helping its graduates in their job searches, and are not a guarantee of employment, nor an incentive to entice prospective students.

#### HANDICAPPED ACCESS

This school is not properly equipped to assist handicapped individual.

#### ADMINISTRATIVE OFFICE HOURS

Admissions and information is available at the school from Monday through Saturday 8:30 am – 5:00 pm. Prearranged appointments with the appropriate office are necessary.

#### JADE BEAUTY AND BARBER COLLEGE MAINTAINS DRUG AND ALCOHOL FREE POLICIES.

Jade College will provide students all fact(s) that reasonably affect the student's decision to enroll. The fact (s) disclosed contains all of the following:

A current catalog or brochure containing information describing:

- 1) The courses offered, all of the occupations or job titles to which the program of instruction is represented to lead,
- 2) Length of programs.
- 3) Faculty and their qualifications
- 4) Schedule of tuition payments, fees, and all other charges and expenses necessary for completion of the course of instruction.
- 5) Cancellation and refund rights
- 6) The total cost of tuition over the entire period
- 7) A description of the student's rights under the Student Tuition Recovery Fund
- 8) The instruction provided under each course offered by the institution
- 9) The number of credit hours or clock hours of instruction or training per unit or units required for completion of the educational certificate program.
- 10) The attendance, dropout, and leave-of-absence policies.
- 11) The cancellation and refund policies.
- 12) School rules and regulations.

Beside, the institution shall provide:

- \* A copy of the agreement containing all of the information required by section 94871.
- \* The percentage of students completing that program of instruction for the time period that is required to be covered in the last annual report that
- \* The percentage of students who completed the program of
- \* Instruction and obtained employment for the time period covered in the last annual report.
- \* Any other information that is truth of any claim made by the institution as to job placement.
- \* All the programs of instruction lead to employment in an occupation or job title for which a state licensing examination is required. All licensure or certification requirements established by the state for the occupation or job title category.

**DESCRIPTION OF THE PROGRAM**

**COSMETOLOGY COURSE OF STUDY (1,600 CLOCK HOURS)**

**COSMETOLOGY HYBRID COURSE (Hybrid- theory online)**

This course covers the overall subject of cosmetology, haircare, skin care, manicure and pedicure. Successful completion of this course and pass the State Board Examination and Licensure allow the Cosmetologist to be Hair stylists, Chemical Applications, Skin care technician, Manicure, and pedicure salon manager, beauty product sales representative, and product demonstrator services. The course will consist of 1600 clock hours consisting of technical instruction and practical operations covering all practices constituting the art of cosmetology

**INSTITUTIONS' MISSION AND PURPOSES**

Our schools mission and purposes is to provide quality instruction which will prepare students to pass the State Board of Cosmetology Examination and California Massage Therapy Council (CAMTC) for their course of study. The examination tests an individual’s basis knowledge and skills for entry level positions in the beauty and massage industries.

Instruction is tailored to prepare all students with the necessary skills and knowledge to pass the exam, and to be ready for immediate entry into the profession. The school continually monitors and maintains the quality of its program of study in accord with the standards set forth by the State Board of Cosmetology and California Massage Therapy Council.

**COSMETOLOGY COURSE EDUCATION OBJECTIVE**

The cosmetology course of study is designed to provide students with the basic skills and knowledge required to pass the State Board licensing examination. Students are also prepared for entry level positions in the Beauty Industry in such occupations as a hair stylist, hair colorist, skin care technician, manicurist, pedicurist, nail artist, salon manager, beauty product sales representative, and product demonstrator.

**COSMETOLOGIST COURSE GRADUATION/ COMPLETION REQUIQEMENTS**

The student must complete the required theory hours and minimum required practical operations in Cosmetology (1,600 clock hours) with a Grade Point Average (GPA) of 75% “C” or better. Student is required to take and passed weekly tests or quizzes and the final tests which are practical and written tests with an overall average of 75%”C”. The student is awarded a diploma upon graduation. No internships or externships, or other increment for completion.

## DESCRIPTION OF INSTRUCTION

**Technical Instruction:** In classroom participation, instructors demonstrate and lecture. Students study textbooks, related material, the writing of outlines and perform assigned practical. Audios, visual films, tapes, disc, slides are used to help the students understand all lectures and procedures.

**Practical Operations:** the student actual performance services on another person or a mannequin.

**Instructional Techniques and Methods:** Students must attend scheduled theory classes (lecture), demonstrations, read and do assignments of their textbooks, and actual perform practical or services on another person or a mannequin. Students must pass weekly tests with a grade point average of 75% © or better.

The students learn and perform hair cutting and styling, hair coloring, chemical applications, make-up application and remove hair unwanted, facials both manual and electrical, scalp massage and hair treatments, manicure, pedicure, nail repairs, artificial nail applications, safety and sanitation requirements. Reception desk duties, professionalism, and communication skills are provided to student prior the students service clients (practical operations).

Each unit instruction is divided into four parts: (1) Theory classes, (lectures and demonstrations) (2) Theory testing, (written and oral) (3) perform practical on mannequin or other people, (4) review (lectures and demonstrations) and progress evaluations.

## COSMETOLOGIST COURSE LICENSING REQUIREMENTS

A cosmetology license will be granted by the State Board of Barber and Cosmetology of California only after student graduated from the Cosmetology course and passed the Cosmetology Stated Board Exam with an overall average of 75%.

## PROGRAM CONTENT

COSMETOLOGY SUBJECT	MINIMUM THEORY HOURS	MINIMUM PRACTICAL HOURS
1. The Barbering and Cosmetology Act and the Board's Rules and regulations.	20	
2. Cosmetology Chemistry: Includes the chemical composition, how to use, how to care on hair, nail, and skin. It also includes the elementary chemical make-up, physical, and chemical changes of matter.	25	
3. Health and Safety/Hazardous Substances considerations: Including principles infection preventions, material safety data sheets, protection from hazardous chemicals health and safety laws and agencies, ergonomics, and communicable diseases.	50	
4. Electricity is used in Cosmetology: Include the electrical currents, operating electrical devices, and the safety precautions when operating electrical equipment.)	25	
5. Disinfections and Sanitation: include procedures of sanitation and disinfectant, tools, equipments to protect the health and safety of public and cosmetology.	20	80
6. Bacteriology, Anatomy, Physiology, and analysis:	30	
7. Hair styling includes client consultation, shampooing hair styling, finger wave, pin curls, rollers and comb out techniques. Hair styling <b>also</b> includes scalp and hair analysis, temporary straightening with hot comb and marcel ion or electric curling irons, and blower styling.	90	240
9. Permanent Waving. (Include analysis structure of the hair, wrapping techniques, permanent waving chemicals, and safety precautions when using chemicals.)	30	80

10. Chemical Straightening: (Include analysis structure of the hair, and using thio relaxer, hydroxide relaxers, protective cream, base, and others.)	10	25
11. Haircutting: (Include analysis, hair, head and face shapes, and cutting methods on straighten hair and curly hair. Using the razor, electric clippers, trimmer, and thinning, texturing shears for cutting.)	65	150
12. Hair coloring and Bleaching: (Include analysis structure of the hair, chemical ingredients, mix products, apply bleach, color, predisposition tests, safety precautions, corrective coloring, and use color remover	80	100
13. Scalp and Hair Treatments: Include structure of the hair, the chemical composition of the hair and scalp analysis, hair loss, scientific brushing, manual scalp manipulation, electric currents, and other hair treatments.	15	40
14. Facial: Basic classification and chemistry of skin care products		
Manual: cleansing methods, manipulations, and the using scrub, masks, packs.	10	20
Electrical: The using high frequency current, galvanic, lights and electrotherapy therapy for facials and skin care.	10	15
Chemicals: (Include chemical peels, packs, masks, and scrubs. Chemicals is use on the epidermis, uppermost layers of facial skin. All practical operations must be performed in accordance in Rules and Regulations.	10	20
15. Eyebrow Arching and Hair Removal: (include temporary methods of hair removal, and create the arching by drawing and use wax, tweezers, for the removal of superfluous hair.	15	40
16. Make-up: (Include skin analysis, cosmetics for make up, corrective make-up, the application of artificial eyelashes and safety precautions)	25	20
17. Manicure and Pedicure:		
Water and Oil Manicure, include nail analysis, nail structure, nail disease, nail tools, nail care and hand and arm massage, and safety rules in manicure.	10	20
Complete Pedicure, include nail analysis, nail structure, nail disease, nail tools, nail care and feet massage, and safety rules in pedicure.	10	20
18. Artificial Nails		
Acrylic: liquid and powder Brush-on, gel (50 Nails)	25	20
Artificial Nail Tips (50 Nails)	15	20
Nail wraps and Repairs (20 Nails)	10	10
19. The salon Business and on the job (additional training)		
*Going into business for yourself includes open your own salon business plan, regulation,	10	10
Business laws, and insurance; types of salon ownership, purchasing an established salon, drawing up a lease, business operation, record-keeping.		
*Seeking Employment: preparing for employment, how to get the job you want career opportunities	10	10
* On the Job: Moving from school to work, out in the real word, discover the selling	10	10

## DESCRIPTION OF THE PROGRAM

### MANICURIST (NAIL CARE) COURSE OF STUDY (400 CLOCK HOURS)

### MANICURIST ( NAIL CARE) HYBRID COURSE (Hybrid- theory online)

This course covers the overall subject of manicure, and pedicure. Successful completion of this course and pass the State Board Examination and Licensure allow the students to be Manicurists and Pedicurist, nail artists at Acrylic Nails, Nail Tip Applications, Nail Wraps, Nail repair, salon owner, salon manager, beauty product sales representative, and product demonstrator. The course will consist of 400 clock hours consisting of technical instruction and practical operations covering all practices constituting the art of nail care.

## INSTITUTIONS' MISSION AND PURPOSES

Our schools mission and purposes is to provide quality instruction which will prepare students to pass the State Board of Cosmetology Examination and California Massage Therapy Council (CAMTC) for their course of study. The examination tests an individual's basis knowledge and skills for entry level positions in the beauty and massage industries.

Instruction is tailored to prepare all students with the necessary skills and knowledge to pass the exam, and to be ready for immediate entry into the profession. The school continually monitors and maintains the quality of its program of study in accord with the standards set forth by the State Board of Cosmetology and California Massage Therapy Council.

## MANICURIST COURSE EDUCATION OBJECTIVE

The Nail Care course of study is designed to provide students with the basic skills and knowledge required to pass the State Board licensing examination. Students are also prepared for entry- level positions in the Beauty Industry in such occupations as a manicurist, pedicurist, and nail artist

## MANICURIST COURSE GRADUATION/COMPLETETION REQUIREMENTS

The student must complete the required theory hours and minimum required practical operations in Nail care (400 clock hours) with a Grade Point Average (GPA) of 75% "C" or better. Student is required to take and passed weekly tests or quizzes and the final tests which are practical and written tests with an overall average of 75%"C". The student is awarded a diploma upon graduation. No internships or externships, or other increment for completion.

## **DESCRIPTION OF INSTRUCTION**

**Technical Instruction:** In classroom participation, instructors demonstrate and lecture. Students study textbooks, related material, the writing of outlines and perform assigned practical operation. Audios, visual films, tapes, disc, slides are used to help the students understand all lectures and procedures.

**Practical Operations:** the student actual performance services on another person or artificial fingers.

**Instructional Techniques and Methods:** Students must attend scheduled theory classes (lecture), demonstrations, read assignments of their textbooks, and perform practical operation or services on another person or artificial fingers. Students must pass weekly test with a grade point average of 75% or better.

The students learn and perform manicure, pedicure, nail repairs, artificial nail applications, safety, sanitation, and disinfectant. Reception desk duties, professionalism, and communication skills are provided to student prior the students service clients (practical operations).

Each chapter instruction is divided into four parts: (1) Theory classes, (lectures and demonstrations) (2) Theory testing, (written and oral) (3) perform practical on artificial nail or other people.

(4) review (lectures and demonstrations) and progress evaluations.

**NAIL CARE COURSE LICENSING REQUIREMENTS**

A Nail care license will be granted by the State Board of Barber and Cosmetology of California only after students graduated from the Nail course and passed the nail care Stated Board Exam with an overall average of 75%.

**MANICURIST SUBJECTS**

	Minimum Theory Hours	Minimum Practical Hours
1. The Cosmetology Act and the Board’s rules and regulations.	10	
2.Nail product Chemistry: (Include the chemical composition, how to use, how to care on nail, and toes. It also includes the elementary chemical make-up, physical, and chemical changes of matter.)	10	
3.Health and Safety/Hazardous Substances: Including lesions of principal prevention infection material safety data sheets, protection from hazardous chemicals, health and safety laws and agencies, ergonomics, and communicable diseases.	25	
4.Disinfection and Sanitation: include procedures of sanitation, disinfectant tools, equipments to protect the health and safety of public and Manicurists.	20	20
5.Bacteriology, Anatomy, and Physiology: include structure of bones, muscles, cells growth, nail analysis	45	
6.Water and Oil Manicures: Includes equipment, implements, procedures, hand and arm Massage,. ( 50 NAILS)	15	50
7.Complete Pedicure: Includes equipment, implements, procedures foot and ankle massage.	10	45
8.Application of Artificial Nails		
Acrylic: Liquid and Powder Brush-on, gel ( 150 Nails)	20	50
Nail tips ( 120 Nails)	10	40
wrap and Repairs ( 45 Nails)	5	15
9. The salon Business and on the job (additional training)		
*Going into business for yourself includes open your own salon business plan, regulation, Business laws, and insurance; types of salon ownership, purchasing an established salon, drawing up a lease, business operation, record-keeping.	3	2
*Seeking Employment: preparing for employment, how to get the job you want Career opportunities	1	1
* On the Job: Moving from school to work, out in the real word, discover the selling	2	1

**DESCRIPTION OF THE PROGRAM**

**ESTHETICIAN COURSE OF STUDY (600 CLOCK HOURS)**

**ESTHETICIAN HYBRID COURSE (HYBRID- THEORY ONLINE)**

This course covers the overall subject of skin care, hair removal, make-up, and eyelashes application. Successful completion of this course and pass the State Board Examination and Licensure allow the cosmetician to perform all skill needed as a skin care specialist, make-up artist, hair removal salon owner,



salon manager, beauty product sales representative, and product demonstrator. The course will consist of 600 clock hours consisting of technical instruction and practical operations covering all practices constituting the art of skin care.

#### INSTITUTIONS' MISSION AND PURPOSES

Our schools mission and purposes is to provide quality instruction which will prepare students to pass the State Board of Cosmetology Examination and California Massage Therapy Council (CAMTC) for their course of study. The examination tests an individual's basic knowledge and skills for entry level positions in the beauty and massage industries.

Instruction is tailored to prepare all students with the necessary skills and knowledge to pass the exam, and to be ready for immediate entry into the profession. The school continually monitors and maintains the quality of its program of study in accord with the standards set forth by the State Board of Cosmetology and California Massage Therapy Council.

#### ESTHETICIAN COURSE EDUCATION OBJECTIVE

The skin care course of study is designed to provide students with the basic skills and knowledge required to pass the State Board licensing examination. Students are also prepared for entry level positions in the Beauty Industry in such occupations as a skin care technician, make- up artist, salon owner, salon manager, beauty product sales representative, and product demonstrator.

#### ESTHETICIAN GRADUATION/ COMPLETION REQUIREMENTS

The student must complete the required theory hours and minimum required practical operations in cosmetician (600 clock hours) with a Grade Point Average (GPA) of 75% "C" or better. Student is required to take and passed weekly tests or quizzes and the final tests which are practical and written tests with an overall average of 75%"C". The student is awarded a diploma upon graduation. No internships or externships, or other increment for completion.

#### DESCRIPTION OF THE INSTRUCTION

Technical Instruction: In classroom participation, instructors demonstrate and lecture. Students study textbooks, related materials, the writing of outlines and perform assigned practical. Audios, visual films, tapes, disc, slides are used to help the students understand all lectures and procedures.

Practical Operations: the student actual performance services on another person or a mannequin.

Instructional Techniques and Methods:

Students must attend scheduled theory classes (lecture), demonstrations, read and do assignments of their textbooks, and actual perform practical or services on another person or a mannequin. Students must pass weekly tests with a grade point average of 75% (c) or better.

The students learn and perform make-up application and remove hair unwanted, facials manual, electrical, chemicals, facial and treatments, selling products and service, safety and sanitation requirements.

Reception desk duties, professionalism, and communication skills are provided to student prior the students actually service clients (practical operations).

Each chapter instruction is divided into four parts: (1) Theory classes, (lectures and demonstrations) (2) Theory testing, (written and oral) (3) perform practical on mannequin or other people, (4) Review (lectures and demonstrations) and progress evaluations.

## ESTHETICIAN COURSE LICENSING REQUIREMENTS

An Esthetician license will be granted by the State Board of Barber and Cosmetology of California only after students graduated from the esthetician course and passed the Esthetician Stated Board Exam with an overall average of 75%.

### PROGRAM CONTENT

ESTHETICIAN SUBJECTS	Minimum Theory Hours	Minimum Practical Hours
1.Barbering and Cosmetology Act and the Board’s rules and regulations.	10	
2.Cosmetic Chemistry: (Include the chemical composition, how to use, how to care the skin . It also includes the elementary chemical make-up, physical, and chemical changes of matter, cosmetic ingredients, natural ingredients, and product safety.)	10	
3. Health and Safety/Hazardous Substances: Including lesions of principal prevention infection material safety data sheets, protection from hazardous chemicals, health and safety laws and agencies, ergonomics, and communicable diseases.	20	
4. Theory of Electricity: Includes electric currents, operating electrical devices, and the safety precautions when operating electrical equipments.)	10	
5. Disinfections and Sanitation: include procedures of sanitation, disinfectant tools, equipments to protect the health and safety of public and cosmeticians.	20	20
6. Bacteriology, Anatomy, Physiology.	25	
7. Manual Facials: An Includes skin analysis, the benefits of massage, types of massage movements, cleansing, packs and masks.	20	40
8. Facial Electrical and Machines: Include all electric currents, lights therapy, electrotherapy for facials and skin care. Steamer, rotary brush, spray machine are also taught.	30	60
9. Facial with chemicals: Include scrub, mask pack, peels on non-living epidermis only.	20	40
10. Makeup eyelash application: Includes skin analysis, makeup tools color tones, analyzing features and face shape complete and corrective makeup, makeup products. It includes artificial eyelashes, band and individual, and removing artificial eyelashes.	20	40
11.Eyebrow Arching and Hair Removal: (include temporary methods of hair removal, and create the arching by drawing and use wax, tweezers, for the removal of superfluous hair.	55	
Waxing		80
Tweezers		20
12. The salon Business and on the job (additional training) *Going into business for yourself includes open your own salon business plan, regulation,	7	6

Business laws, and insurance; types of salon ownership, purchasing an established salon, drawing up a lease, business operation, record-keeping.

\*Seeking Employment: preparing for employment, how to get the job you want 5 6  
 career opportunities

\* On the Job: Moving from school to work, out in the real word, discover the 5 6  
 selling

DESCRIPTION OF THE PROGRAM

**BARBER COURSE OF STUDY (1,500 CLOCK HOURS)**

**BARBER HYBRID COURSE ( THEORY-ONLINE)**

This course covers the overall subject of Barber, hairstyling. Successful completion of this course and pass the State Board Examination and Licensure allow the Barber to be a hair stylists, hair colorist, chemical applicators, specialist for man facial, shaving, salon owner, salon manager, beauty product sales representative, and product demonstrator. The course will consist of 1500 clock hours consisting of technical instruction and practical operations covering all practices constituting the art of Barber.

**INSTITUTIONS' MISSION AND PURPOSES**

Our schools mission and purposes is to provide quality instruction which will prepare students to pass the State Board of Cosmetology Examination and California Massage Therapy Council (CAMTC) for their course of study. The examination tests an individual’s basis knowledge and skills for entry level positions in the beauty and massage industries.

Instruction is tailored to prepare all students with the necessary skills and knowledge to pass the exam, and to be ready for immediate entry into the profession. The school continually monitors and maintains the quality of its program of study in accord with the standards set forth by the State Board of Cosmetology and California Massage Therapy Council.

**BARBER COURSE EDUCATION OBJECTIVE**

The Barber course of study is designed to provide students with the basic skills and knowledge required to pass the State Board licensing examination. Students are also prepared for entry level positions in the Beauty Industry in such occupations as a hair stylist, hair colorists, chemical applicators, specialist for man facial, shaving, salon owner, salon manager, beauty product sales representative, and product demonstrator.

**BARBER COURSE GRADUATION/COMPLETION REQUIQEMENTS**

The student must complete the required theory hours and minimum required practical operations in Barber (1,500 clock hours) with a Grade Point Average (GPA) of 75% “C” or better. Student is required to take and passed the weekly tests or quizzes final tests which are practical and written tests with an overall average of 75%”C”. The student is awarded a diploma upon graduation. No internships or externships, or other increment for completion.

**DESCRIPTION OF THE INSTRUCTION**

**Technical Instruction:** In classroom participation, instructors demonstrate and lecture. Students study textbooks, related material, the writing of outlines and perform assigned practical. Audios, visual films, tapes, disc, slides are used to help the students understand all lectures and procedures.

**Practical Operations:** the student actual performance services on another person or a mannequin.

**Instructional Techniques and Methods:** Students must attend scheduled theory classes (lecture), demonstrations, read and do assignments of their textbooks, and actual perform practical or services on

another person or a mannequin. Students must pass weekly tests with a grade point average of 75% “C” or better.

The students learn and perform hair cutting and styling, shaving, hair coloring, chemical applications, manual facial scalp massage, hair treatments, shampoo, inclined and reclined methods, safety and sanitation requirements. Reception desk duties, professionalism, and communication skills are provided to student prior the students service clients (practical operations).

Each chapter instruction is divided into four parts: (1) Theory classes, (lectures and demonstrations) (2) Theory testing, (written and oral) (3) perform practical on mannequin or other people, (4) review (lectures and demonstrations) and progress evaluations.

### BARBERS COURSE LICENSING REQUIREMENTS

A Barber license will be granted by the State Board of Barber and Cosmetology of California only after students graduated from the Barber Course and passed the Barber State Board Exam with an overall average of 75%.

#### PROGRAM CONTENT

BARBER SUBJECT:	MINIMUM THEORY HOURS	MINIMUM PRACTICAL HOURS
1.The Barbering and Cosmetology Act and the Board’s Rules and regulations.	30	
2.Chemistry: Includes the chemical composition, how to use, how to care on hair, and skin. It also includes the elementary chemical make-up, physical, and chemical changes of matter.	35	
3.Health and Safety/Hazardous Substances: Including principle of prevention infection, material safety data sheets, protection from hazardous chemicals, health and safety laws and agencies, ergonomics, and communicable diseases.	30	
4. Electricity is used in Barber: Include the electrical currents, operating electrical devices, and the safety precautions when operating	20	
5. Disinfections and Sanitation: include procedures of sanitation and disinfectant, tools, equipments to protect the health and safety of public and Barber.	35	60
6. Bacteriology, Anatomy, Physiology, and analysis:	35	
8. Hair Styling: Include Scalp and hair analysis, electric curling irons, and blower styling, finger waving, comb outs, straightening	85	240
9. Permanent Waving: Include analysis structure of the hair, wrapping techniques, permanent chemicals, waving and safety precautions when using chemicals.)	30	75
10. Chemical Straightening: (Include analysis structure of the hair, and using thio relaxer, hydroxide relaxers, protective cream, base, and others.)	30	30
11. Haircutting: (Include analysis, hair, head and face shapes, and cutting method of straighten hair and curly hair. Using the razor, electric clippers, trimmer, and thinning, texturing shears for cutting	45	275
12.Hair coloring and Bleaching: (Include analysis structure of the hair, chemical ingredients, mix products, apply bleach, color, predisposition tests, safety precautions, corrective coloring, and use color. Fifty operations.	70	50

13. Scalp and Hair Treatments: Include structure of the hair, the chemical composition of the hair, scalp analysis, hair loss, scientific brushing, manual scalp manipulation, electric currents, and other hair treatments and manual scalp manipulation,	20	25
14. Shampoo: includes inclined and reclined methods	20	25
15. Fundamentals of Shaving: Include Free- hand position and stroke, back hand position and stroke, reverse back hand position and stroke, and reverse free hand stroke, mustache and design.)	100	40
16. Rest facial: Include cleansing, scientific manipulations, using cosmetics.)	20	20
17. Hair pieces: Includes tape measurement, putting and styling hairpiece, cleansing and styling hairpiece.)	10	5
18. The salon Business and on the job (additional training)		
*Going into business for yourself includes open your own salon business plan, regulation,	10	10
Business laws, and insurance; types of salon ownership, purchasing an established salon, drawing up a lease, business operation, record-keep.		
*Seeking Employment: preparing for employment, how to get the job you want career opportunities	10	10
* On the Job: Moving from school to work, out in the real world, discover the selling	5	5

**DESCRIPTION OF THE PROGRAM**

**COSMETOLOGY OR BARBER INSTRUCTOR COURSE OF STUDY (600 HOURS).**

**COSMETOLOGY OR BARBER INSTRUCTOR HYBRID COURSE ( THEORY ONLINE)**

This course covers the overall subject of preparatory lesson plans, practical operations conducting classroom, and supervision of student practice. Successful completion of this course allows, the licensed Cosmetologist and licensed Barber to perform all skill needed as a Cosmetology instructor or Barber instructor.

**INSTITUTIONS' MISSION AND PURPOSES**

Our schools mission and purposes is to provide quality instruction which will prepare students to pass the State Board of Cosmetology Examination and California Massage Therapy Council (CAMTC) for their course of study. The examination tests an individual's basis knowledge and skills for entry level positions in the beauty and massage industries.

Instruction is tailored to prepare all students with the necessary skills and knowledge to pass the exam, and to be ready for immediate entry into the profession. The school continually monitors and maintains the quality of its program of study in accord with the standards set forth by the State Board of Cosmetology and California Massage Therapy Council.

**COSMETOLOGY OR BARBER INSTRUCTOR COURSE EDUCATION OBJECTIVE**

The Cosmetology and Barber instructor course of study is designed to provide students with the basic skills and knowledge to become a qualify instructor. Students are also prepared for entry level positions in the Beauty Industry in such occupations as a Cosmetology instructor, Barber instructor, hair stylist, hair colorist, skin care technician, manicurist, pedicurist, nail artist, salon owner, salon manager, beauty product sales representative, and product demonstrator.

## COSMETOLOGY OR BARBER INSTRUCTOR COURSES GRADUATION/ COMPLETION REQUIREMENTS

The student must have completed the 12<sup>th</sup> grade or its equivalents, hold a Cosmetology or Barber license, and complete the required theory hours and minimum required practical operations in Cosmetology and Barber instructor (600 clock hours) with a Grade Point Average (GPA) of 75% “C” or better. Student is required to take and pass the final tests which are practical and written tests with an overall average of 75% “C”. The student is awarded a diploma upon graduation. No internships or externships, or other increment for completion.

### DESCRIPTION OF THE INSTRUCTION

▲ **Technical Instruction:** In classroom participation, instructors demonstrate and lecture. Students study textbooks, related material, the writing of outlines and perform assigned practical. Audios, visual films, tapes, disc, slides are used to help the students understand all lectures and procedures.

**Practical Operations:** the student actual performance services on another person or a mannequin.

**Instructional Techniques and Methods:** Students must attend scheduled theory classes (lecture), demonstrations, read and do assignments of their textbooks, and actual perform practical or services on another person or a mannequin. Students must pass weekly tests with a grade point average of 75% “C” or better.

The students learn and perform hair cutting and styling, shaving, hair coloring, chemical applications, manual facial scalp massage, hair treatments, shampoo, inclined and reclined methods, safety and sanitation requirements. Reception desk duties, professionalism, and communication skills are provided to student prior the students service clients (practical operations).

Each chapter instruction is divided into four parts: (1) Theory classes, (lectures and demonstrations) (2) Theory testing, (written and oral) (3) perform practical on mannequin or other people, (4) review (lectures and demonstrations) and progress evaluations.

## COSMETOLOGY OR BARBER INSTRUCTOR SUBJECTS

### Technical Subjects

	Minimum Theory Hours	Minimum Practical Hours
1. The Barbering and Cosmetology Act and Board’s Rules and Regulations.	10	
2. Preparatory Instruction : Including Instructional techniques, organization technique, and evaluation technique.		
(a) Instructional techniques: lecture, demonstration, performance, Communication skills, instructional aids, and using questions to promote learning.	40	
(b) Organization technique: including objective, teaching method, and performance	30	50
(c) Lesson plan: subject, outlines, lesson objective, summary and review, visual aids,	60	50
(d) Evaluation technique: tests’ purpose, types of tests, scoring, grading, etc.	10	
3. Conducting Classroom: Lectures presentation, demonstrations for practical operations	20	100
5. Supervision of student: Supervising and training students practice on person	20	100

## DESCRIPTION OF THE PROGRAM

### MESSAGE THERAPIST COURSE OF STUDY (500 CLOCK HOURS)

This course covers the overall subject that includes instruction in basic Swedish massage, Shiatsu, Reflexology, Polarity, Sports Massage, Range of Motion, Self-Care and Movement Awareness, Business & Professional Ethics. The program blends bodywork techniques with integrated Anatomy and Kinesiology; develops awareness techniques using body mind metaphors, music, and movement, listening and seeing as well as Anatomy and Physiology massages

#### INSTITUTIONS' MISSION AND PURPOSES

Our schools mission and purposes is to provide quality instruction which will prepare students to pass the State Board of Cosmetology Examination and California Massage Therapy Council (CAMTC) for their course of study. The examination tests an individual's basis knowledge and skills for entry level positions in the beauty and massage industries.

Instruction is tailored to prepare all students with the necessary skills and knowledge to pass the exam, and to be ready for immediate entry into the profession. The school continually monitors and maintains the quality of its program of study in accord with the standards set forth by the State Board of Cosmetology and California Massage Therapy Council

#### **Description of Course:**

This course covers the overall subject that includes instruction in basic Swedish massage, Shiatsu, Reflexology, Polarity, Sports Massage, Range of Motion, Self-Care and Movement Awareness, Health, Personal hygiene, Contraindication, Business & Professional Ethics, as well as Anatomy and Physiology massages. The course will consist of 500 clock hours consisting of technical instruction and practical operations.

#### **DEFINITION OF TERMS:**

**Technical Instruction:** In classroom participation, instructors demonstrate and lecture. Students study textbooks, related materials, the writing of outlines and perform assigned practical. Audios, visual films, disc, slides are used to help the students understand all lectures and procedures.

**Practical Operations:** the student actual performance services on another person or who needed.

#### **Instructional Techniques and Methods:**

Students must attend scheduled theory classes (lecture), demonstrations, read and do assignments of their textbooks, and actual perform practical or services on another person or special needs. Students must pass weekly tests with a grade point average of 75% (c) or better.

The students learn and perform basic and advanced Swedish massage, Shiatsu, Reflexology, Polarity, Sports Massage, Range of Motion, Self-Care and Movement Awareness, Health, Personal hygiene, Contraindication Business & Professional Ethics, as well as Anatomy and Physiology massages. Beside, safety and sanitation are requirements. Reception desk duties, professionalism, and communication skills are provided to student prior the students actually service clients (practical operations).

Each chapter instruction is divided into four parts: (1) Theory classes, (lectures and demonstrations) (2) Theory testing, (written and oral) (3) perform practical on other people, (4) Review (lectures and demonstrations) and progress evaluations.

**Massage therapist Program Course Education Objective**

The Massage therapy Program course of study is designed to provide(will teach) students in basic Swedish massage, Shiatsu, Reflexology, Polarity, Sports Massage, Range of Motion, Self-Care and Movement Awareness, Health, Personal hygiene, Contraindication, Business & Professional Ethics, as well as Anatomy and Physiology massages. Students are also prepared for entry level positions in the massage Industry in such occupations as a Certified Massage therapist, spa owner or manager, massage product sales representative, and product demonstrator.

**GRADUATION REQUIREMENT**

The student must complete the required theory hours and minimum required practical operations in 500 hours with a Grade Point Average (GPA) of 75% “C” or better. Student is required to take and passed the weekly tests or quizzes final tests which are practical and written tests with an overall average of 75%”C”.The student is awarded a diploma upon graduation.

**COURSE CERTIFICATION REQUIREMENTS**

A Massage Practitioner certification will be certified by California Massage Therapy Council (CAMTC) only. After students graduated from the course, students must take the written test and provide fingerprint to the California Department of Justice for a criminal back ground check and pay fees requires by the CAMTC.

**Program Content**

<b>SUBJECTS HOURS</b>	<b>Minimum Theory hours</b>	<b>Minimum Practical hours</b>
<b>Massage rule and regulation</b>	8	
<b>Health, Safety, Hygiene</b> Including principles of infection preventions, understanding disease therapist personal hygiene, and standard precautions	5	
<b>Contraindications:</b>  Including endangerment areas, contraindications, and medications and massage.	13	
<b>Therapeutic Massage Techniques</b>	25	62

Students will be taught the basic foundation of massage as needed for a professional practice. A variety of strokes and styles will be introduced based on the theory of Swedish massage such as effleurage, petrissage, kneading and percussion as well as stretching techniques, joint mobilization, soft tissue release,



la stone massage, aromatherapy, spa treatment, deep tissue, and long connecting strokes. In addition the classes focus on developing sensitivity and ability to handle emotional content which may come up in a practice.

**Polarity** 8 16

Powerful bodywork technique which relaxes, revitalizes and balances the body and mind energies by using the natural currents that flow through the hand, blockages of energy that make symptom of illness can be released, so that massage recipients feel connected and energized; thus better health is promoted.

**Shiatsu** 12 20

Shiatsu is a classic oriental form of body therapy which uses connecting stretches and finger pressure on acupuncture points along the body meridians.

**Reflexology** 12 20

Applying pressure, then massaging on certain areas (reflexes). Reflexology is a healing art built on the principle that certain areas (reflexes) in the hands and feet correspond to all of the glands, organs and parts of the body. An increase the flow of vital energy and blood throughout the body is obtained by locating appropriate reflex.

**Sports Massage** 8 26

Students will be learned the differences between pre and post event massage and learn compression techniques and stretches.

**Anatomy & Physiology** 20 42

**ANATOMY:** This basic and advanced Anatomy class is a unique hands-on approach to skeletal system, muscular system, and integumentary systems. Students learn to feel, visualize and understand the body's interrelation ships, and will be able to approach massage with a working knowledge of structure and function of the body.

**PHYSIOLOGY:** This is a basic and advanced introduction to the science of the functions and activities performed by the body structure. Instruction will include study of the systems of the body and how the art of massage impacts the entire body.

**Kinesiology with Movement Awareness** 12 35

Kinesiology, the study of motion, plays a critical role understanding patterns of movement and structure in the human body. Students are learned how to move and work without stressing their own bodies. They learn that the massage must be an exchange and healing experience for both giver and receive. Included are exercises and stretches for self-care.

**Pathology** 12 15

Pathology is the study of anatomic and functional of disease. Students are given instruction in order to begin to recognize various pathologies; and when massage therapy is indicate or contraindicated.

**La stone therapy** 6 20

Using cold or warm stones to perform deep tissue massage techniques and place on nerve ending to stimulation and relaxing.

**Aromatherapy** 10 20

Using essential oils to massage to help health problems such as release pains and stresses.

Deep tissue massage 10 30

Using Swedish massage such as effleurage, petrissage, kneading and percussion pressure harder on certain area to release pain and stimulation nerve and muscle.

**Salon Business** 8 25

Students are taught marketing strategies, self-promotion business ethics and the responsibilities in order to create a successful massage practice. Beside, students are learned business that includes open your own salon business plan, regulation, Business laws, and insurance; types of salon ownership, purchasing an established salon, drawing up a lease, business operation, record-keeping.

**Textbooks: TRAIL GUIDE SERIES**

ISBN: 978-0-9968359-3-0

APPLIED ANATOMY & PHYSIOLOGY FOR MANUAL THERAPISTS ISBN 1451179707, 9781451179705

**A MASSAGE THERAPIST'S GUIDE TO PATHOLOGY**

ISBN 10: 1608319105 ISBN 13: 9781608319107

**COURSE EQUIPMENTS**

- \* Mannequins, with full head size 10 heads are used by instructors to demonstrations.
- \*Closed, clean cabinets to hold all clean towels, smocks, linens, sheets, and non-electrical tools  
The following lists of equipment are owned by school and will be provided to students without charge.
- \*Time clocks (1) to be share by all students
- \*One covered waste receptacle for disposal of hair.
- \*Closed receptacles to hold all soiled towels, gowns and sheets
- \*The customer service stations.
- \*One box 12 Qt disinfectant solution for instruments and equipment to be disinfected is covered at all times in the school. It is changed whenever visibly cloudy or dirty.
- \*School shall have disinfectant solution mixed according to manufacturer's directions, available for use at all times. A manufacturer-labeled container for the disinfectant used is available at all times in the School

\*Shampoo bowls, 5 pieces, and one sink to be shared by Cosmetology, Nail care, and Barber students for practical operation.

\*Facial chair (two chairs), for customer service under instructor supervision and practical operation

\* Dryer 6 pieces

\* Styling and Barber chairs (15)

\* Manicure station (6)

\*Electrical cap, 2 pieces

\* Thermal hair straightness (2)

\*Stove, for non-electric comb (2)

\* Non-electric comb (4)

\*Electric comb (2 pieces)

\*Electric curling iron (2 pieces)

\* Non- electric curling iron) (3),two sizes.

\*Ball head mannequins (2 heads)

\* Light therapy pack that includes red, blue, and white, 2 packs to be share for all students

\* T.V.DVD, three sets to be share for all students

\*.Facial machine set includes steamer, brush, galvanic current, high frequency current, two sets, to be shared by Cosmetology and facial students under supervision by instructor.

\*Complete state board and salon kits are used teaching. \* UV light gels(2) to be share for all students

#### COSMETOLOGY COURSE AND BARBER

1. Student chair, one for each student
2. Manicure table/ classroom table, one for two students.
3. Counters and tables for practicing, one for each student
4. Cabinet for students, one for each student
5. Hair cut chair with headrest, each for three students, use for hair cutting, hair styling, chemical application, and facial practical operation.

#### NAIL CARE COURSE:

1. Student chair, one for each student
2. Manicure table/ classroom table, one for two students.

#### ESTHETICIAN COURSE:

1. Student chair, one for each student
2. Student table, one for two students.
3. Counters for practicing, one for each student
4. Cabinet for students, one for each student
5. Hair cut chair with headrest, each for three students, use for facial practical operation.

#### Library services

Jade's Library will be opened eight hours a day and 5 days a week. Students can come to learn, research, and borrow books any time during the library is opened. The library has stations and chairs for self study, and practical for State Board exam. The library will consist of TV, DVD, books, textbooks, and that are related to the courses for students.

The library has enough instructional needs. There will be, DVD, and books that relate to hair cut, hair design, hair styling, chemical applications, both manual and electric facial, waxing, make up, up do,

manicure, pedicure, artificial nail, to learn more about chemicals, hair cut, hair styling, and others that relate to their occupation. Finding the job and job interview books help students to learn how to get an interview and find job, interact with customers.

Mrs. Thu Le, who is school instructor, support for faculty in curriculum matters and actively serve as a resource guide for both graduate and undergraduate students.

Certification: I certify under penalty of perjury of the laws of the state of California that the catalog or brochure includes at a minimum the above stated information.

Signature: Raymond Tran

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Director, Raymond Tran

Date: January 1, 2018