



*My-Le's*  
Beauty College

4516 FLORIN RD.  
SACRAMENTO, CA 95823  
PHONE:(916) 422-0223  
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*Catalog*

COSMETOLOGY  
MANICURING

# MY-LE'S BEAUTY COLLEGE

4516 FLORIN RD.  
SACRAMENTO, CA 95823  
(916) 422-0223  
[www.mylebeautycollegeinc.com](http://www.mylebeautycollegeinc.com)

## SCHOOL CATALOG 2018

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**HISTORY**

My-Le's Beauty College was established in August 1990 by Mr. John Tran first located on Stockton Blvd., Sacramento, CA. Mr. John Tran retired as CEO in 2011 and passed on to family member Ms. Phung Co who was the school Director at the time. With the ambition of Ms. Phung Co in the educational atmosphere, she created a better learning environment by moving My-Le's Beauty College to a new location in 2014. The new location is now located at 4516 Florin Road, Sacramento, CA 95823.

Our institution has no pending petition in bankruptcy, not operating as a debtor in possession, has no filed petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

**APPROVAL DISCLOSURE**

Approval programs are:

<b>COSMETOLOGY</b>	-	<b>1600 CLOCK HRS</b>
<b>MANICURING</b>	-	<b>400 CLOCK HRS</b>

My-Le's Beauty College is a private institution, and that it is approved to operate by the **Bureau for Private Postsecondary Education (BPPE) 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833**. Approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009 and Division 7.5 of Title 5 of the California Code of Regulations.

We are approved by **Board of Barbering and Cosmetology 2420 Del Paso Road, Suite 100, Sacramento, CA 95834**. This agency provides licenses to graduates upon passing the Barbering and Cosmetology Bureau examination.

My-Le's Beauty College is accredited by the **Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Blvd., Suite 302. Arlington, VA 22201. (703) 247-4212**

This institution is also recognized by the **United States Department of Education (USDE)** as an eligible institution to participate in the Federal PELL Grant Program (Title IV). **USDE, 400 Maryland Ave., Washington, DC, 20202** (Title IV meant to assist students to meet education expenses).

Additional to the bureaus as stated above are state boards, departments or agencies, which set minimum standards for our program of studies in accordance with Education Code Section 94316.12:

# **STUDENT TUITION RECOVERY FUND STATEMENT**

## **State of California**

### **STUDENT TUITION RECOVERY FUND**

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its agreement, or refusing to pay a court judgment.

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, who is a California resident and prepays all or part of your tuition either by cash, guarantee 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 fee if either of the following applies:

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

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

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive a notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

Questions regarding the STRF may be directed to:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION  
2535 CAPITOL OAKS DRIVE, SUITE 400  
SACRAMENTO, CA 95833  
TEL: (916) 431-6959**

**LETTER FROM THE DIRECTOR  
WELCOME....!**

**Dear Student,**

Welcome to **MY-LE'S BEAUTY COLLEGE** and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry.

At **My-Le's Beauty College**, our primary objective is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the California State Board Exams. In the process, our secondary objective is to maximize the development and personal growth of each student as a total person, to help each student discover his/her potential and hopefully function as cosmetology entrepreneurs and teachers of the future.

Our primary vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: Hair Stylist, Hair Colorist, Manicurist, Make-up Artist, or as a Beauty Salon Owner, Cosmetology Teacher, Supervisor, Director or School Owner.

The teaching and training at **My-Le's Beauty College** represent the spectrum of cosmetology knowledge and experience. Our instructors present a challenging teaching and learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exciting career fields--the beauty industry.

It is a pleasure to have you join us at **My-Le's Beauty College**. My goal is to help you discover your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire program of your training.

Sincerely,

Delana Nguyen  
**Director**

## **EDUCATIONAL OBJECTIVES**

At **MY-LE'S BEAUTY COLLEGE** our primary objective is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the California State Board Exams. In the process, our secondary objective is to maximize the development and personal growth of each student as a total person, to help each student discover his/her potential and hopefully function as cosmetology entrepreneurs and teachers of the future.

Our primary vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: **Hair Stylist, Hair Colorist, Manicurist, Make-up Artist, or as a Beauty Salon Operator.** Normal progression should move him or her to positions such as **Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, Supervisor Director, or School Owner.**

The daily training operation of **My-Le's Beauty College** is under the instruction of a qualified Supervisor (**Ms. CATHERINE WARE**) who brings many years of valuable experience within the beauty industry and believes in continuing her education to keep abreast of the vast changes in our industry.

The resultant educational program, the teaching training at **My-Le's Beauty College** represents the spectrum of cosmetology knowledge and experience. Our Teachers present a challenging teaching and learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exciting career fields ... the beauty industry.

The quality of **My-Le's Beauty College** faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all cosmetology, manicuring professions.

Students gain skill and confidence from training on quality equipment in comfortable surroundings. The strict observance of high professional standards enhances their future opportunities for higher paying vocational employment. The constant utilization helps develop skills to their fullest capacities. **My-Le's Beauty College** welcomes all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

## **FACILITIES & EQUIPMENT**

**My-Le's Beauty College** is a spacious (5,500 sq.fts.) air-conditioned, modern, facility with many benefits for our staff and students. Our school simulates salon conditions to help our students "learn-by-doing," with modern equipment and a variety of supplies that help enhance the student's product knowledge. A student lounge is provided for the student's use with facilities, eating and rest areas. The cosmetology clinic area includes 8 individual styling stations, 40 work stations, and 5 backwash shampoo units. The manicure area has 22 portable manicure tables. A library/learning resource center is also provided for students with accessing information, books, videos, and a computer with internet access for learning resources.

Instruction is in residence with facilities occupancy level accommodating 100 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

- \* The maximum number of students in a classroom at one time is 30.  
The instructor/student ratio is 1/30.

## **STATEMENT OF NON-DISCRIMINATION**

My-Le's Beauty College does not discriminate on the basis of race, age, color, religion, sex, handicap, financial status, area of origin or residence in its admissions, instruction, or graduation policies. Our institution is in compliance with Title IX of the Education Amendments Act of 1972.

Title IX Compliance Coordinator: Delana Nguyen  
4516 Florin Road, Sacramento CA 95823  
Telephone: (916) 422-0223  
Email: [mylebeautyschool@aol.com](mailto:mylebeautyschool@aol.com)

For assistance related to Title IX or other civil rights laws, please contact: [OCR](http://OCR@ed.gov) at [OCR@ed.gov](mailto:OCR@ed.gov) or 800-421-3481 or to the offices of : U.S. Department of Education/Office for Civil Rights  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1328

All staff and students should report incidents of sexual discrimination, including sexual harassment or sexual violence to the Title IX Coordinator or to office for Civil Rights.

### **HANDICAPPED STUDENTS/SECTION 504/AMERICANS WITH DISABILITIES ACT (ADA) POLICY**

This institution does offer special facilities for the handicapped. If you would like to request academic adjustment or auxiliary aids, please contact the ADA Director of Compliance. Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program.

#### **Requests for an Accommodation or Auxiliary Aid or Service**

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow the below procedures:

1. Contact the ADA Director of Compliance in writing of the type of accommodation needed, date needed, documentation of the nature and extend of the disability, and of the need for the accommodation or auxiliary aid. Request should be made at least two weeks in advance of the date needed. You may deliver your request to the Director of Compliance:

ADA Director of Compliance: Delana Nguyen  
4516 Florin Road, Sacramento CA 95823  
Telephone: (916) 422-0223  
Email: [mylebeautyschool@aol.com](mailto:mylebeautyschool@aol.com)

2. The Director of Compliance will respond within two weeks of receiving the request.

### **FRESHMAN CLASS-ENROLLMENT**

The freshman curriculum for each of the program requires a specific number of hours of classroom lectures, demonstrations, and student practice. **SEE CURRICULUMS STARTING ON PAGE 27.** The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass State Board examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: **Cosmetology 400 hrs. and Manicuring 100.**

**My-Le's Beauty College** considers the freshman classes to be the foundation for your future.

### **TEXTBOOKS & SUPPLIES**

Students are responsible for purchasing their own supplies needed for their educational program. A list of required supplies will be provided to the students prior to enrolling in the program of study. For students who choose to purchase supplies from the school, they have to pay on the day they receive the supplies.

In addition to the books and kit, each student will be provided a hair/nail station when he/she is on the clinic floor. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for a student's equipment, either lost or stolen. Students are responsible for the tools of their trade.

The estimated costs of supplies for each program are as follow:

Cosmetology	-	\$1,000.00
Manicuring	-	\$400.00



## **ADMISSIONS REQUIREMENT**

My-Le's Beauty College does not admit students from other countries nor do we vouch for student status or provide visa services.

Our institution instruction and learning materials will be in English. Enrollees are admitted as regular students under the following criteria:

1. An applicant must provide U.S. government issued I.D. Card (e.g. Driver's License, State Identification Card, Passport, Resident Alien, Military I.D.) and valid Social Security Card.
2. Take and pass school admission examination with score of 70% or higher.
3. An applicant must provide one of the following to be admitted as student
  - a) Successfully completed High School or its equivalent (GED). High school diploma or official transcript showing high school completion or GED certificate. **This documentation will be used to determine the level of English Language proficiency.**
  - b) Foreign Education Diploma must be translated and certified to be at least equivalent to U.S. high school diploma or GED
  - c) Prove of completion of homeschooling at the secondary level as defined by state law.
  - d) Academic transcript of completion of at least a two years program that is acceptable for full credit toward a bachelor's degree
  - e) Non-High School graduates or its equivalent, must be at least 18 years of age (beyond the age of compulsory) will be required to pass the Ability-To-Benefit tests. **This documentation will be used to determine the level of English Language proficiency.**

Our school uses the **Wonderlic Basic Skills Test (WBST)**, Verbal Form VS1 & VS2 and Quantitative Form QS1 & QS2. This test is approved by The U.S. Department of Education with a passing score of (200) for Verbal Form VS1 or VS2, (210) for Quantitative Form QS1 or QS2. This test will be administered by an Independent Test Administrator and not by any school representatives at LT International LLC 6853 65<sup>th</sup>St. Sacramento, CA 95824. (916) 395-8808. The school's admissions personnel will provide applicants with additional information as how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admission.

**Ability-to-Benefit (ATB)** students can no longer become eligible for federal financial aid. However, students who were enrolled in an eligible program at any Title IV institution prior July 1, 2012 may continue to establish Title IV eligibility under the ATB test.

*(Federal Student Aid Handbook 2016-2017, Volume 1 Student Eligibility, Chapter 1, Page 9).*

## **GED TRAINING PROGRAM AVAILABLE**

Even though we accept ATB student, our institution encourages you to receive additional education benefit from completing GED training and pass the GED exam. GED training program available locally listed below to help students pass GED exam:

1. Elk Grove Adult and Community Education  
8401 Gerber Road  
Sacramento, CA 95828
2. Charles A Jones Career and Education Center  
5451 Lemon Hill Ave.  
Sacramento, CA 95824
3. Highlands Community Charter School  
1333 Grand Ave.  
Sacramento, CA 95838

## **ADMISSION PROCEDURES**

- To apply for admission, an applicant should contact an admission officer at the school to schedule an appointment for a personal interview and tour the school facilities. At this time the school's catalog, syllabus, and general brochure is given to an applicant.
- The admission officer will explain to the prospective student the admission requirement, education providing, and all the requirements to the program, rules and regulations as well as the costs of the program.
- The school's admission officer will direct prospective student to schedule an appointment with Financial Aid Administrator for questions, information regarding financial aid eligibility requirements or monthly payment plan for school.
- The school's admission officer will set up for an enrollment process.
- To complete the enrollment process:
  - a) The applicant must submit all requirements documents and pass school examination base on admission requirement with the enrollment application.
  - b) 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
  - c) The admission officer also completes the prospective student evaluation form. Admission decisions must base on fair, effective, and consistent applied criteria that enable the school to make judgment that the applicant is capable of successfully completing the training offered.
- The school will then review the prospective student's file and notify the applicant either in writing or by phone whether he/she has been accepted.

## **COMPENSATING POLICY**

Our Institution does not compensate any staff member involved in recruitment, enrollment, admissions, student attendance, or sales of educational materials to student.

## **SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS:**

This institution expects students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:

- 1) Maintain a cumulative academic average of 75% (C) or better on all tests, work projects (operations) and other required program work.
- 2) Maintain a cumulative average attendance level of at least 75% of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 23 hours per week ( $30 \times 0.75 = 23$ ).

Regardless of the average level of attendance, students who have more than two consecutive weeks of absences (14 days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days are encouraged to request a Leave-of Absence.

In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the School Rules, pages 15-16 of this catalog.

- 3) The maximum time frame for student to maintain Satisfactory Academic Progress is 132% of student's scheduled enrollment. For example, if the student has contracted to complete the program within 40 weeks, he or she must complete within 53 weeks.
- 4) Students must meet minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

**EVALUATION PERIODS:** Students compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times of the scheduled course completion.

The following table represents the number of hours scheduled by the institution.

Evaluation Period	<u>Cosmetology</u>		<u>Manicuring</u>	
	Actual Hours	Maximum Hours	Actual Hours	Maximum Hours
1	450	594	200	264
2	900	1188	400	528
3	1,250	1650		
4	1,600	2112		

**Example:** For the 1600 clock hour Cosmetology program, a student will be evaluated at the increments in which the student is scheduled to reach 450, 900, 1250, and 1600 clock hours.

**Example:** For the 400 clock hour Manicuring program a student will be evaluated at the increments at which the student is schedule to reach 200, and 400 clock hours.

**Special Note:** The hours of the program scheduled to be completed is defined according to the terms of the enrollment agreement. Example: A student enrolled at 100 hours per month would be scheduled to complete a 600 hour program in 6 months, 400 hour program in 4 months and a 1600 hours program in 16 months, according to no absences.

For example a student enrolled in a 46 week, 1600 clock hour program would be evaluated for SAP after the 13<sup>th</sup> week; the 26<sup>th</sup> week; the 36<sup>th</sup> week and the 46<sup>th</sup> week, these dates would correspond to the point at which the student was scheduled to have completed 450, 900, 1250, and 1600 clock hours.

**ACADEMIC PROBATION:** Students who fail to meet SAP standards during a given evaluation period will be placed on academic or attendance probation for one additional evaluation period. Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic/and or Attendance Progress will be terminated at the discretion of the institution. In the event a student is allowed to continue with instruction, reinstatement will only be after the student has reestablished SAP in accordance with the attendance and grading standards indicated in SAP STANDARDS 1-4 of this policy. Reinstatement of aid is limited to the period under evaluation. Prior periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility. Students making SAP by the conclusion of the probation period will be removed from the probation status and will regain eligibility for Title IV aid.

In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply.

Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation.

**APPEAL PROCEDURES:** Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within five (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame (5-10 days) and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (5-10 days). The decision of the committee shall be final. Students that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the program.

Students accepted for re-entering the program that previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation, within the evaluation probationary period time frame.

**REINSTATEMENT:** A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student.

### **PROGRESS POLICY**

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

### **STUDENT ACHIEVEMENT STANDARDS**

Graduates are expected to:

- Satisfactorily complete all subjects matter according to State Board's Curriculum.
- Knowledge of laws and rules regulating California Cosmetological establishments' practices
- Posses positive attitude towards the public and appreciate good workmanship
- Honesty and integrity
- Responsible, reliable and dependable
- Communication - these occupations involve providing service to other
- Self Control, controlling anger and avoiding aggressive behavior.
- Independence and adaptability

### **RE-ENTRY POLICY**

Students who withdraw at our institution or other institutions returning within five years from the date of their withdrawal and the student is in good standing with the college, they may re-enter into the program without the loss of credit of State Board hours. Students that have been withdrawn or terminated from our institution will not be allowed to re-enroll for 180 days from the last day of attendance unless withdrawal was obligated by personal medical, immediate family medical or military duty. Proof of document is required for re-enroll within 180 days.

### **CREDIT EVALUATION/TRANSFER POLICY**

Student transferring into My-Le's Beauty College from another school in the State of California must have record of withdrawal from the prior school if the student wishes to be afforded credit for prior hours of training. For students desiring credit training from schools out of this state must submit proof of training to the Board of Barbering and Cosmetology for approval. The Board of Barbering and Cosmetology will provide the applicants with the supplemental hours needed to complete the applicable program. Appropriate credit will be granted for prior training for transfer from program toward the other program upon review and verification by college officials of its validity under the Cosmetology Act. Any student transferring into My-Le's Beauty College must complete and pass all requirements in order to receive proof of training, completion papers, and certificate.

Our institution does not entered into an articulation or transfer agreement with any other college or university.

Transfer student must complete hours at My-Le's Beauty College with a minimum of 25% of the total program hours for awarding the certificate. (ex: minimum for cosmetology program is 400 hours and manicure 100 hours). Our school will consider granting credit to prior hours during the enrollment process. Credit for prior hours will not be granted after enrollment contract has been signed.

My-Le's Beauty College will count transfer and accepted clock hours from another California institution towards the required hours of the same program at My-Le's. My-Le's Beauty College will not count hours from one program at another California institution towards the required hours of a different program at My-Le's.

The hourly tuition charges for transfer/re-enrollment students who have prior hours are charged the same hourly rate as our attending students per program.

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

The transferability of credits you earn at My-Le's Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Cosmetology or Manicuring is also at the complete discretion of the institution to which you may seek to transfer. If the 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 My-Le's Beauty College to determine if your certificate will transfer.

### **POLICY RELATING CONDUCT**

Students are expected to conduct themselves in a manner appropriate to a professional work environment. Violations of any following items may result in suspension or termination.

- A. Abusing any illegal drugs or alcohol.
- B. Cheating on school examination, time card or time-sheet.
- C. Destroying or damaging school property.
- D. Disrespect toward any school's staff members or instructors.

### **COPYRIGHT INFRINGEMENT**

Is the use of works protected by copyright law section 106 of the Copyright Act (Title 17 of the United States Code) without permission, such as the right to reproduce, distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes infringement. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

The legal penalties for copyright infringement are:

1. Infringer pays the actual dollar amount of damages and profits.
2. The law provides a range from \$200 to \$150,000 for each work infringed.
3. Infringer pays for all attorney fees and court costs.
4. Criminal Infringement: imprisonment of up to five years and fines of up to \$250,000 per offense.

### **PEER-TO-PEER FILE SHARING**

Students/staff member are authorized to use My-Le's Beauty College's library and electronic equipment for course related work but are unauthorized to copy or distribute any copyrighted material. Any violations will subject to civil and criminal liabilities. The institution will keep log of violations reported and disciplinary actions taken.

- First violation: student/staff will not be allowed to use any of institution's library or electric equipment.
- Second violation: student/staff member will be suspension for 2 weeks without hours/pay
- Third violation: student/staff member will be terminated from school.

### **DISCLOSURE OF EDUCATION RECORDS**

Adult students, parents or minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in their educational records. However, a staff member must be present. Educational records are defined as files, materials, and documents, which contain information directly, related to the students and are securely maintained by the school. School will maintain students' file for five (5) years from completion or withdrawal on premise in fire proof cabinet, after that time transcripts are scanned and permanently stored digitally on cloud. An Admission Personnel should be contacted if student wish to obtain a copy of transcript. Students are not entitled to inspect the financial records of their parents. Written consent is required before educational records may be disclosed to third parties with the exception of Accrediting Commissions or Governmental Agencies as authorized by law.

### **HEALTH AND SAFETY AND PHYSICAL CONSIDERATIONS**

In Cosmetology and Manicuring fields, students will be in contact with many harsh chemicals, electrical tools, sharp equipments and hot tools. Some chemicals may harm your skin directly or through breathing or may cause allergies. Improper use of tools may cause wrist, hand or shoulder injuries. Beauty field must remain standing for long periods of time, improper shoe support may cause back pain.

For more information regarding health and safety in beauty industry please visit [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) (Article 12. Health and Safety)

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

### **Vaccination Policy**

Our school does not require a student to be vaccinated before admitted. However, students can visit the following clinics for vaccinations if needed.

UC Davis Medical Center  
2315 Stockton Blvd, Sacramento, CA 95817  
Phone: (916) 734-2011

Sacramento Community Clinic  
7275 E Southgate Dr # 204, Sacramento, CA 95823  
Phone: (916) 428-3788

### **GRADING SYSTEM**

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at **25%, 50%, 75% and 90%** of the program hours completed. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a “**C**” (75%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

**100% - 92% = A .....Superior Performance**  
**91% - 84% = B .....Above Average**  
**83% - 75% = C .....Average**  
**74% - 70% = D .....Poor**  
**69% - 0% = F .....Fail**

### **PROGRAM INCOMPLETENESS:**

Program incompleteness, repetitions and non-credit remedial program are not applicable to this institution's form of instruction.

### **MAKE-UP POLICY**

Students who are having medical or extended personal problems which make it difficult to attend class are considered excused absences. Due to excused absences, all hours, assignments, tests, and homework may be made up. Any deviation from the policy must be in writing from the office and signed by member of administrative staff.

Procedures for make-up hours, assignments, tests and homework:

- Student need to notify office before the start of class on that day and obtain an approval from office.
- Student need to pick up a “Make-up hours, Assignments, and Tests” form from office. Form need to be turn into the office before the end of the day with all required signatures and completely filled out in order to be accepted.
- Student need to inform their Instructor that they are here for make-up hours, assignments or tests.

All make-up hours, tests, assignments and homework have to be made up within two (2) weeks following the date the student comes back to school from excused absences.

### **GRADUATION REQUIREMENTS**

Students must meet the following requirements in order to be issued a diploma certifying their graduation.

1. Maintain a cumulative academic average of 2.0 (C), which is 75% or better on all tests, work projects and other required program works.
2. Maintain a cumulative average attendance level of at least 70% of the scheduled hours indicated on their enrollment contract.
3. Complete the program within 1.5 times the normal program length.
4. Satisfy all financial obligations to the school.

### **CALENDAR/HOLIDAYS**

The school is closed on Sundays, Mondays and the following holidays:

**New Year's Day, Memorial Day, The Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.**

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

### **STARTING CLASS SCHEDULES**

**CLASSES WILL BE HELD AT 4516 FLORIN RD., SACRAMENTO AS FOLLOWING:**  
Cosmetology Program monthly.... the first Tuesday. Manicuring Program Weekly....Tuesday.

### **STUDENT CLOCK HOUR POLICY**

The State Board of Cosmetology will only recognize time clocked hours of attendance. As a result of this requirement, this school can only give clocked hour credit to students who record their attendance by using the school electronic time clock to swipe in and out at the start and end of their class day and lunch period.

Once theory classes have been started no one will be allowed to enter the theory classroom.

After clocking in you are required to maintain applied effort and personnel grooming. Leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs you will be asked to stop such activity or to clock out for the remainder of the day. Continued activities of this nature could result in your termination.

**One clock hour is equal to 60 minutes of instruction.**

### **TIME SHEET CREDIT**

In order to complete the program of study, the student must complete the minimum hours and operations as prescribed by the Board of Barbering and Cosmetology. The student must be aware at all times of hours and operations required for completion. All students will receive "Daily Record" Time-sheet weekly. Credit will only be given by instructors. Credits will need to be earned on a daily basis with instructors initial or credit will not be given. It is student's responsibility to transfer all prior hours and operations to a new "Daily Record" Time-sheet. The previous "Daily Record" Time-sheet must be turned into the admission office by the end of following Saturday or you will lose all credit for that week. It is the student's responsibility to maintain your time. If the time-sheet is lost, the student will lose all credits on that time-sheet

The following is a guideline for the instructor to issue credits.

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time-sheet reflecting the Theory hours earned and any class the instructor has demonstrated.
3. The portion of the time-sheet concerning operations is to be applied efforts of the students as they manually perform practical subject.
4. Some practical operations may take longer to perform according to the student. Note the following time frame the State Board gives for each operation.

<b>Shampoo/set</b>	=	<b>1 ½ hours</b>
<b>Scalp Treatment</b>	=	<b>½ to 1 hour</b>
<b>Permanent Wave</b>	=	<b>2 to 2 ½ hours</b>
<b>Facial</b>	=	<b>1 ½ to 2 hours</b>
<b>Manicure</b>	=	<b>½ hour</b>
<b>Hair cut</b>	=	<b>½ to 1 hour</b>

Using the above, the Board would understandably not consider a student capable of performing more than three permanent waves per day.

### **NOTICE OF STUDENT RIGHTS**

1. You may cancel your contract for school, without any penalty or obligation on the fifth business day following your first class session as described in the **Notice of Cancellation** form that will be given to you the first day of class. Read the **Notice of Cancellation** form for explanation of your cancellation rights and responsibilities. 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 receive a refund for the part of the program not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the **Bureau for Private Postsecondary Education** at the address and phone number below for information.
4. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **PROGRAM OF STUDY**

#### **COSMETOLOGY PROGRAM: (1,600 Clock Hours)**

The program of study for students enrolled in a cosmetology program shall consist of sixteen hundred (1,600) clock hours of technical instructional and practical operations covering all practices constituting the art of cosmetology.

#### **MANICURE PROGRAM: (400 Clock Hours)**

The program of study for students enrolled in a manicure program shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of manicurist and pedicurist.

**Educational Goals:** The cosmetology program of study is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist (**D.O.T. # 332.271-010, CIP # 12.0403**)...Esthetics (**D.O.T. #332.271-010, CIP #12.0406**). Manicuring (**D.O.T #331.674-010, CIP # 12.04099**)...

### **SCHOOL RULES AND REGULATIONS**

1. School hours are Tuesday – Friday 9:30am until 6:00pm, Saturday 9:00am – 5:30pm
2. Students must use the electronic time clock system to swipe “IN” when entering and “OUT” when leaving. Students must swipe in and out only their own card.
3. Record time-sheet must be clearly legible. Students must turn in their record time-sheet at the end of second week.
4. In case of illness or emergency on any day, the student must call in to the school supervisor to report his/her absence before 9:45am that morning.
5. Students are required to be in class for roll call promptly at 9:45am in clean, prescribed uniform



A. Student must wear a white lab coat, closed toe shoes and no higher than 2 inches. Shorts, skirt and dress need to touch the knee.

\*\*\* Lab Coats are to be purchased at the school only since our school logo is required and it appears on the lab coat.

6. Students appearing in school with their hair not set and neat will be asked to clock out. Beauty needs are to be done on the student's own time.
7. A student who comes to school after 9:45am may not attend theory class. Students who are habitually tardy (5 times in one month) will be advised. If tardiness continues the student may be suspended or be placed on probation until tardiness ceases.
8. Students will take lunch between 12:00pm and 1:00pm. Students should report to an instructor if they have not had lunch by 1:30pm. Lunch is 30 minutes. Lunch period is each student's responsibility.
9. No student is allowed to clock out during college hours without permission from the supervisor. No student may clock in or out for another student. This rule is strictly enforced.
10. No gum chewing is allowed in the college at any time. Smoking is allowed in designated areas only OUTSIDE of the building.
11. No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.
12. College business phones may not be used for personal calls. You are not permitted to leave a patron just to answer the phone.
13. Rigid adherence to the rules of sanitation and disaffection and personal hygiene is required at all times.
14. Students must keep their workstations in class or on the floor, cleaned and sanitized at all times.
15. A minimum of ½ hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
16. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is ground for suspension.
17. No student may leave a patron while doing a service on a patron, except in an emergency and is excused by an instructor.
18. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
19. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc. Freshman students are not allowed to work on senior students and vice versa at any time. Personal services will be allowed on Tuesday through Thursday with the instructor permission.
20. Students are responsible to return the school materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
21. Students have the privilege at all times to consult with the school's official regarding his/her personal problems. The school positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.

22. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.
23. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Credit will be given for applied effort only and continuously engaged in training and study of the program for which you are enrolled. All work must be checked by an instructor or credit will not be given.
24. All students must maintain an average of 75% in theory and in all practical subjects. Probationary status will result in case of failure to do so.
25. Only products furnished by the college may be used unless otherwise approved by the supervisor.
26. Students are to park only in the area designated by the college. The supervisor will show you the parking area and where to park during orientation class.
27. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. No insubordination will be tolerated.
28. Students must comply with college policy and state rules and regulations.
29. Notify office immediately of any address or telephone change.
30. Absence of three (3) days or more without notification shall be considered cause for suspension. Any student who continuously absent more than fourteen (14) days will be terminated.
31. Forging instructors' signature is a serious problem and it is an act of a crime, which can be prosecuted. Students who are forging instructors' signature can be terminated immediately.

These rules are designed to form excellent work habits and attendance, and to aid in completing your program as soon as possible so that you may become employed as a cosmetologist, manicurist. **Violation of school rules may result in suspension or termination.**

In addition to the school Rules and Regulations, the following reasons a student may be terminated:

1. **If a student gets caught in cheating on tests.**
2. **If a student clocks In/Out for other students.**
3. **If a student uses drugs or alcohols in school.**

### **TUITION AND FEE SCHEDULE**

<b>PROGRAM</b>	<b>TUITION*</b>	<b>REG.</b>	<b>KITS</b>	<b>STRF**</b>	<b>TOTAL</b>	<b>WKS.</b>
<b>Cosmetology</b>	<b>\$11,600</b>	<b>\$100</b>	<b>\$625</b>	<b>\$0</b>	<b>\$12,325.00</b>	<b>46</b>
<b>Manicuring</b>	<b>\$ 1,400</b>	<b>\$100</b>	<b>\$330</b>	<b>\$0</b>	<b>\$ 1,830.00</b>	<b>12</b>

### **ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATION PROGRAM**

	<b>Cosmetology Program</b>	<b>Manicuring Program</b>
Tuition and fees	\$11,700	\$1,500
Books and supplies	1,000	500
Room and Board	8,000	1,200
Transportation	1,200	300
Personal	<u>1,000</u>	<u>300</u>
Total Cost of Attendance	\$22,900	\$3,800

\* **REFUNDABLE**

\*\***STRF: Student Tuition Recovery Fund**

**Please Note:** All kit prices above include books and lab coat. Once used, kits are not returnable or refundable due to sanitary considerations.

**NOTE:** Length of time in program depends on number of hours student contracts for on a monthly basis as specified in the Enrollment Agreement.

### **EXTRA INSTRUCTION CHARGES**

Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, and extra instruction charge will be made for the balance of the hours required for the completion of program. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: **Cosmetology: \$7.25, Manicuring: \$3.50**

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

### **SCHOLARSHIPS**

Our college does not award any institutional scholarships incentives.

### **METHOD OF PAYMENT: TUITION POLICIES AND FEES**

**For short term programs of less than 4 months - ALL TUITION AND FEES ARE PAYABLE IN ADVANCE** unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available. No interest is charged by this institution when the program is paid in full prior to completion of the program.

**For long term programs of 4 months or longer -** Payment schedules (weekly, monthly, and quarterly) are available. No interest is charged by this institution when the program is paid in full prior to completion of the program.

No discounts will be given to those students who wish to pay their tuition in full.

Our Institution does not offer private loan funding. For any of those students who obtain a loan through private banking, those students are not obligated for indebtedness that exceeds the total charges for the current period of attendance.

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.

All students are expected to pay registration fee, kit, textbook, lab coat, badge, and STRF fee as a down payment.

Student who are eligible for financial aid need to check account balance with financial aid office for payment plans.

Students who are not eligible for financial aid need to make payments according to Enrollment Agreement.

### **REFUND POLICY**

#### **Cancellation of Enrollment Agreement**

“STUDENT’S RIGHT TO CANCEL” you have 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. Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the front page of the Enrollment Agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage paid. The written notice of cancellation need not take any particular form and however expressed, it is effective if it shows that you no longer wish to be bound by the Enrollment Agreement.

On the first day of class, you will be given two notices of cancellation forms to use, but you can use any written notice that you wish. Once you receive equipment, it is yours to keep without further obligation. **NOTE: Beauty supplies are not returnable due to sanitary reasons.** Therefore, once you accept the supplies, the cost will be charged to your account. Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed one hundred dollars (\$100.00), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later within 30 days after your notice of cancellation is received.

**Withdrawal from Program**

You have the right to withdraw from a program of instruction at any time. If you withdraw from the program of instruction after the period allowed for cancellation of the Enrollment Agreement, which is until midnight of the seventh calendar day. As a precursor to processing your withdrawal, you must meet with a member of My-Le’s Beauty College Management Team. Withdrawal shall be deemed to be the last date of recorded attendance. The school will remit a refund less a registration fee if applicable, not to exceed \$100.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. If student complete 60% or less the period of attendance, the refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid and the denominator of which is the total number of the hours of instruction for which you have paid. For student completed more than 60% of the period of attendance, the institution will retain 100% of tuition. To determine the percentage completed, the number of hours the student was scheduled to complete in the period of attendance will be divided by the total hours in the period of attendance. In any event you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the first page of enrollment agreement.

**IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTEND, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF INSTITUTION'S DETERMINATION THAT THE STUDENT WITHDREW. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, AND THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.**

**Hypothetical Refund Example in accordance to the state prorates policy for student leaves the institution prior to completing 60% of the period of attendance.**

Assume that a student, upon enrollment in a 450 hour of period of attendance, pays \$2700.00 for tuition, \$100.00 for registration, and \$575.00, documented cost to school, for equipment as specified in the enrollment agreement and withdraws at scheduled to complete 200 hours without returning (due to sanitary reasons) the equipment he/she obtained. The prorate refund to the student would be \$1,500.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in good condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned and paid by the student

Hourly cost of tuition	Hourly of tuition paid	Hours paid for but not received	Calculation of earned tuition	Refund calculation of tuition	Final refund calculation
<u>2,700</u>	<u>2,700</u>	450	200	250	Total paid <u>\$3,375</u>
450	\$6	(200)	x6	x6	Less:
=	=	=	=	=	Adm. Fee 100.00
\$6	450	250	\$1,200	\$1,500	Equipment 575.00
					Tuition <u>1200.00</u>
					Total refund \$1,500.00

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the program when any of the following occurs:

- a. Date when you notify the school of your intent to withdraw.

- b. Date when the school terminates your Enrollment Agreement
- c. Date when you fail to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
- d. Date when you failed to return as schedule from an approved leave of absence. The withdrawal date will be the last date of attendance.

### **REFUNDS - TRANSFERS**

Refund due to the students will be made within 30 days from the official determination withdrawal date, when a student requests a transfer to another school. **My-Le's Beauty College** will prepare all of the academic and financial documents requested by the student.

### **RETURN OF TITLE IV FUNDS (R2T4) POLICY**

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. My-Le's Beauty College will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

This policy applies to students' who withdraw official, unofficially, fail to return from a leave of absence or dismissed from enrollment at My-Le's Beauty College. It is separate and distinct from the institutional refund policy.

The calculated amount of the Return of Title IV (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school will notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

### **Treatment of Title IV Funds if student withdraws from the program of study:**

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

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

### **The Calculation Formula:**

Determine the amount of Title IV aid that was disbursed or aid that could have been disbursed.

Calculate the percentage of Title IV aid earned:

- a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PAYMENT PERIOD}} = \% \text{ EARNED}$$

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

My-Le's Beauty College will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either: Repay the overpayment in full to My-Le's Beauty College or Sign a repayment agreement with the U.S. Department of Education.

### **Withdrawal Before 60%**

If the student withdraws at or less than the sixty percent (60%) of the payment period in program, the students would have earned the same percentage of aid received. The amount of assistance that you have earned is determined on a pro rata basis. For example, if the student withdraws at fifty percent (50%) of the payment period, the student would have earned only 50% of the aid received or eligible to receive. Unearned aid will be returned to the programs in accordance to the guidance described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid.

### **Withdrawal After 60%**

If student completed more than 60% of a payment period, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

My-Le's Beauty College measures academic progress in Clock Hours, and performs its Return calculation on a payment period for the period.

### **Post-Withdrawal Disbursement**

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur

additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school).

The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

### **Recoveries**

Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the promissory note of the student loans. If fund from the grants programs still due from the student, those funds are payable at the rate of 50%. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

### **Refunds**

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

### **Withdrawal Date**

Students are officially withdrawn when any of following occur:

- a) Date when you notify the school of your intent to withdraw.
- b) Date when the school terminates your Enrollment Agreement.
- c) Date when you fail to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
- d) Date when you failed to return as schedule from an approved leave of absence. The withdrawal date will be the last date of attendance.

### **Refund vs. Return to Title IV, HEA Funds**

The requirements for the Title IV program funds when you withdraw are separate from any refund policy that My-Le's has. Therefore, you may still owe funds to the school to cover unpaid institutional charges. My-Le's Beauty may also charge you for any Title IV, program funds that they were required to return on your behalf. If you don't already know our school's refund policy, you should ask our administrative staff for a copy.

### **Return to Title IV, HEA questions?**

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

### **STUDENT SERVICES POLICY AND PROCEDURE**

The system of delivering student services at My-Le's Beauty College supports and enhances the school's training programs by encouraging student's attendance and promoting student's success. The method we employ of requiring all staff members to be part of the student services delivery system. The purpose of our student services is to assist students in maintaining satisfactory progress and in making informed decisions concerning training and employment. We are also providing advises and assistance to students' needs outside the classroom.

### **ADVISING**

Because students are taught by the same instructor throughout their program, most student services are delivered by that instructor. Instructors are responsible for monitoring student's attendance as well as student satisfactory progress. Consequently, when student advising is required, it is the instructor who ascertains the need for such advising and renders it to the students. Students advising are documented by

the instructor at the time it is conducted and placed in the student's academic file. Students who are having academic problems will be assisted by the instructors through extra tutoring or additional time spent with the instructor to go over any work missed.

### **ATTENDANCE AND SCHEDULE STATUS**

Full time students are required to be enrolled to attend a minimum of 25 hours per week. Half time enrollment requires a minimum of 20 hours per week. Part-time enrollment is defined as more than 20 but less than 25 hours per week.

### **ATTENDANCE POLICY**

Student's attendance is documented through the use of a time clock system. Students are required to swipe in and out of school in order to document their presence in school.

Admission personnel will monitor the student's hours on a weekly basis from the time clock and from instructor's attendance record which are maintained in the school office.

Student must maintain a cumulative average attendance level of at least 75% of the scheduled hours indicated on their enrollment contract. Regardless of the average level of attendance, students who have more than two consecutive weeks of absences (14 days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy).

It is mandatory that student contact the admission office for circumstance cause student to be absent. The following will automatically be deemed as excused: Doctor appointment, Court appearance, and any other professional appointment. You must submit written verification for each excused absent.

### **LEAVE OF ABSENCE POLICY**

My-Le's may grant more than one Leave of Absence in the event that unforeseen circumstance arise, such as medical condition, military duty, jury duty or medical reasons of student's immediate family, which make it difficult to attend class. The school allow a student to a Leave Of Absence (LOA), together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.

### **LOA PROCEDURES**

Students must follow the institution's Leave of Absence procedures:

- A LOA request form must be filled out with the date of leave and return must be stated on the form prior to the director approving the LOA. LOA request can be in writing, by phone or email and must be submitted prior to LOA unless there are unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the LOA in advance. In this case, the documentation should be provided at the earliest available. The beginning date of the approved LOA would be determined by the school to be the date the student was unable to attend school because of the accident.
- To grant a Leave of Absence, there must be a reasonable expectation that the student will return from the Leave of Absence.
- Students on LOA will not assess any additional charges of tuition.
- The school will extend the student's contract period base on the amount of time student taken in the LOA
- Students return from an authorized LOA will retain all credits for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the Leave Of Absence.
- Students who fail return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the Leave Of Absence and the refund calculation will be performed. All refunds due will be issued to the student or appropriate agencies and paid within 30 days of the date dismissed.

### **CAREER ADVISING AND PERSONAL ATTENTION**

Students are advised individually, as often as necessary to review the student's satisfactory progress. Successful salon owners and stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily advising carried out by the instructors and supervisor. Students may request additional advising sessions at any time.



## **FIELD TRIP PARTICIPATION**

The management of My-Le's Beauty College believes that outside education and exposure to our industry is a vital part of our students' development. In accordance with this belief, My-Le's Beauty College awards hours for attending educational events. The guidelines for administering field trip credit are as follows:

### **Total Field Trip Hours Allowed:**

Cosmetology program: 40 hours

Manicuring program: 10 hours

Credits only given to those events with the sanction of My-Le are Beauty College and will have a designated representative in attendance. The credit given will be four hours per day of attendance. If that sanctioned show falls on a scheduled school day, a student may receive up to their regular schedule hours if that exceeds four hours. Student must complete field trip form 1 for credit. Completed form must be turned in with timecard on Tuesday following the event.

If student wishes to receive credit for show without school representative in attendance, student should fill out field trip form 2. This form requires Director of Education approval and must be turned to administration office at least one week before show date. To receive credit student must submit proof of ticket purchase and a ½ page (200 words) reaction paper. The paper should describe the student's reaction (thought, response) to the event. This paper must be turned in within one week of attending the event.

The maximum of two hours credit will be given. If show is only one hour in duration, only one hour will be award)

## **JOB PLACEMENT**

Job placement assistance is provided to students at no additional charge. The school's CEO is responsible for job placement assistance. The process of our school placement assistance service is as the following:

1. As students approach graduation, students are advised by the Admission with regard to job search techniques.
2. Upon graduation, student's name is recorded in the student registrar and the process of follow-up begins.
3. The CEO will contact the graduates either by phone or by mail approximately one month after the graduation date and ask when the students take the State Board Examination and record it as a pass or fail.
4. If students have passed the State Board Examination, they are encouraged to return to school for placement assistance by reviewing the listings of salons seeking employees or by direct assistance from the school's CEO.
5. If students cannot return to school, the CEO will refer them to job opportunities available by phone. Name of salon, address, phone number and name of contact of person will be given to students and students are sent to interviews. The results of these interviews are recorded in the student registrar.

The school may show prospective students this registrar upon request. The school's CEO assists students in placement as often as needed. If you should have any questions regarding job placement assistance, please feel free to ask the CEO at any time.

Please notice that students must take and pass the State Board Examination before they can be placed on the job placement, so that the placement process cannot begin until the students have passed the State Board Examination.

**ATB STUDENTS:** Ability-To-Benefit students are required to pass one of the Ability-To-Benefit tests available approved by the U.S. Department of Education. The test is to be administered by an Independent Test Administrator and not by any school representatives. Students subject to these criteria are referred to as students admitted under the Ability-To-Benefit guidelines. ATB student services are rendered and documented in the same way as regular students. Additionally, ATB students receive reviews of work during Midterm and Final Exams to make sure that the student understands the subject thoroughly.

ATB students can no longer become eligible for federal financial aid. However, students who were enrolled in an eligible educational program of study before July 1, 2012 may continue to be considered Title IV eligible under the ATB test. ATB students finance their education in the same way as regular students (See Method of Payment page 16). ATB students may request advising and assistance at any time.

**HOUSING ASSISTANCE:** Our school does not provide housing, transportation and child care services or assistance in finding housing. However, students can contact the following number for the services if needed.

For Housing Assistance Program call: (916) 324-7696

For Bus Routes & Schedules call: (916) 321-2877

For Child Care Assistance call: (916) 369-0191

Estimated rental costs in Sacramento areas:

Apartments	- 1 bedroom \$625.00	2 bedrooms \$820.00
Share Apartment Room	- 1 bedroom \$300.00	
Single Family Homes	- 2 bedrooms \$1190.00	3 bedrooms \$1250.00

**ENGLISH-AS-A SECOND LANGUAGE:** Our institution instruction and learning materials will be in English. Students will need to be English proficient and pass an Admission Test offered at our school prior to enrollment.

If any student who needs to have their enrollment process conducted in another language besides English, you would need to have a translator with you. Other than English Language, our institution can only conduct the enrollment process in Vietnamese Language by a Vietnamese Staff and we will provide the Enrollment Agreement, Student Disclosures, and Statement to that student in Vietnamese.

**STUDENT COMPLAINT/GRIEVANCE PROCEDURE:** It is the policy of this school to handle complaints in the following manners:

1. Fill out the Complaint Form and list all complaints.
2. Deliver all forms to the Director.
3. If you are unable to deliver the form to the Director, you may deliver it to the owner, **Ms. Phung Co at: 4516 Florin Rd., Sacramento, CA 95823.**
4. All complaints regardless of their nature will be turned over to the director and reviewed.
5. The school's Director will evaluate the complaint and set up an appointment with the person within 5 days from the receipt of the form. If the complaint is an emergency, it will be addressed within 24 hours.
6. Any complaint that you cannot work out with the institution, you may contact the:  
**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION at: 2535 CAPITOL OAKS DRIVE # 400, SACRAMENTO, CA 95833 TEL: (916) 431-6959**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges  
2101 Wilson Blvd., Suite 302, Arlington, VA 22202  
(703) 247-4212  
www.accsc.org**

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director or the owner, Ms. Phung Co.

Students who are experiencing personal problems both inside and outside the classroom are encouraged to discuss with the school staff members for advising and assistance. If your problems are out of our ability to help, we will refer you to outside agencies or programs for assistance. For instance, our school is not providing housing, transportation or childcare, but we can refer these services to students if needed.

**DRUG AND ALCOHOL ABUSE PREVENTION INFORMATION:** In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, My-Le's Beauty College is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death.

**Controlled Substance:**

1. All students and employees are informed that the unlawful manufacture, distribution, dispensing possession or use of a controlled substance within the premises of the college is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment and/or school program.
2. Drug Free Awareness Program:  
For detailed information regarding:
  - A. Dangers of Drug Abuse
  - B. Assistance with Drug Counseling
  - C. Rehabilitation Programs

And any other information regarding drug abuse, contact:  
Northern California Center for Rehabilitation  
100 Frank Richardson Crt.  
Sacramento, CA 95823  
(916) 689-8700

This agency provides assistance to our employees, students and their families. It is the policy of their organization to maintain our work place free of drugs. As stated in the first paragraph, students and employees are subject to termination for violation of this company rule. In addition, persons distributing drugs to other employees or students will be referred to the authorities and charges of drug distribution in the work place will be pressed by the company.

3. Each employee and student is required to read and sign this statement.
4. Your schooling and employment at this organization is subject to:
  - A. Abide to the terms of this statement, and
  - B. Notify the employer of any criminal statue conviction for a violation occurring in the workplace no later than five days after such conviction.
  - C. The report must be made within 10 days after the conviction to the U.S. Drug Agency and U.S. Dept of Education.
6. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services United States Department of Education 400 Maryland Avenue  
SW. Room 3124, GSA Regional Office Bldg. #3 Washington, DC 20202-4571

**CURRICULUM FOR COSMETOLOGY PROGRAM  
(11 Months or 46 Weeks)**

The curriculum for students enrolled in a cosmetology program shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

<b>Subject</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operation</b>
1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing		
A. Hairstyling shall include, but is not limited to, Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	240
B. Permanent Waving and Chemical Straightening shall include: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
C. Hair Coloring and Bleaching shall include, (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
D. Hair Cutting shall include, use of scissors, razor razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
2) 200 Hours of Technical Instruction in Health and Safety		
A. Laws and Regulations shall include, The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	
B. Health and Safety shall include: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology,	45	

	communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.		
C.	Disinfection and Sanitation shall include proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20	
D.	Anatomy and Physiology shall include: Human Anatomy, Human Physiology.	15	
3)	200 Hours of Technical Instruction and Practical Training in Esthetics		
A.	Manual, Electrical and Chemical Facials shall include: Manual Facials including cleansing, scientific , and masks. Electrical Facials manipulations, packs include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	25	40
B.	Eye Brow Beautification and Make-up shall include: Eye Brow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Make up shall include, skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.	25	30
4)	100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring		
A.	Manicuring and Pedicuring shall include: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	10	25
B.	Artificial Nails and Wraps should include: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.	25	120 nails

Additional Training for Salon Management is also given in the area of communication skills, professional ethics, salesmanship, decorum, client record keeping, resume writing and employment.

**COSMETOLOGY PERFORMANCE OBJECTIVE**

Graduates of the Cosmetology program will qualify for entry-level positions as Cosmetologists, Hair Stylist, Hair Colorists, Make-up Artists or Beauty Salon Operator. Graduates of this program are expected to:

1. Acquire knowledge of law and rules regulating California’s cosmological establishment’s practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.

4. Acquire business management techniques common to cosmetology.

**SKILLS TO BE DEVELOPED**

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

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED**

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

**LICENSING REQUIREMENTS**

Applicant must be 17 years of age or older and have completed the 10<sup>th</sup> grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology program as described above and passed the Cosmetology State Board Exam with an overall average of 75%.

**CURRICULUM FOR MANICURING PROGRAM  
(3 Months or 12 Weeks)**

The curriculum for students enrolled in a nail care program shall consist of not less than four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

<b>Subject</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operations</b>
1) 300 Hours of Technical Instruction and Practical Training in Nail Care		
A. Manicures and Pedicures shall include: Water and oil manicures including hand and arm massage, pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	60	60 180 nails complete
2) 100 Hours of Technical Instruction and Practical Training in Health and Safety		
A. Laws and Regulations shall include: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	

- |    |   |    |    |
|----|---|----|----|
| B. | Health and Safety shall include: Chemistry to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.  | 25 |    |
| C. | Disinfection and Sanitation shall include: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3. | 20 | 10 |
| D. | Bacteriology, Anatomy and Physiology shall include, Bacteriology, anatomy, physiology, and nail analysis and conditions.  | 10 |    |

Additional training for Salon Management is also given in the area of communication skills, professional ethics, salesmanship, decorum, client record-keeping, resume writing and employment.

**MANICURING PERFORMANCE OBJECTIVE**

Graduates of Manicuring Program will qualify for entry-level positions as Manicurists, pedicure Technician, and nail Salon Operators. Graduates of this program are expected to:

1. Acquire knowledge of laws and rules regulating California Cosmological establishments' practices
2. Understand sterilization procedures.
3. Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
4. Acquire business management techniques common to manicurist.

**SKILLS TO BE DEVELOPED**

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

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED**

5. Be able to appreciate good workmanship common to manicuring.
6. Posses a positive attitude towards the public and fellow worker.
7. Appreciate honesty and integrity.
8. Have improved personality in dealing with patrons and colleagues.

## **LICENSING REQUIREMENTS**

Applicant must be 17 years of age or older and have completed the 10<sup>th</sup> grade. A Manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring program as described above and passed the Cosmetology State Board Exam with an overall average of 75%.

## **THE U.S. DEPARTMENT OF EDUCATION STUDENT FINANCIAL AID PROGRAMS**

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

Federal PELL Grant Program (FPELL)

## **FINANCIAL AID - CONSUMER INFORMATION**

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

Federal PELL Grant: Does not require repayment (FPELL)

All Federal Loans: **Must be repaid** (Loans are not disbursed from this College, if you have a loan from another school, you still obligated for re-payment of your loan.)

## **GENERAL FINANCIAL AID INFORMATION**

If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs may be found in “The Student Guide” and the “Free Application for Federal Student Aid” published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (Eastern Time). Monday through Friday at 1- (800) 433-3243 or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## **COMPLIANCE STATEMENT**

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

## **FINANCIAL AID MECHANISM**

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

## **Student Eligibility Requirements**

To be eligible for financial aid, a student must:

- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school’s policy) in the program of study;
- Be registered for selective service (if a male born on or after January 1, 1960);



- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Have a High school diploma, (or its equivalent) a GED;  
**Ability-to-Benefit (ATB)** students can no longer become eligible for federal financial aid. However, students who were enrolled in an eligible educational program of study before July 1, 2012 may continue to be considered Title IV eligible under the ATB test.
- Agree to use any federal student aid received solely for educational purposes.

### **APPLICATION FOR AID, PROCEDURE AND FORMS**

Financial aid applications for this institution consist of the following:

Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

**Federal William D. Ford Direct Loan Program, Federal Direct Subsidized Loans and Federal Direct Stafford Unsubsidized Loans; (My-Le's Beauty College does NOT disburse these loan programs).**

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

**Deadline:** FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by August 29, of the award year from which aid is requested from, or your last day of enrollment, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

**Renewal Process:** A FPELL Grant award receive for one award year (July 1 to June 30 of the following year), and **it is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office.

**Disbursement:** They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

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

**Deadline:** You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

**Disbursement:** Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priorities for FSEOG funds will be given to students with the lowest expected family contribute who eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in first-come first-served basis for those individual meeting this criteria.

**For additional information on Federal Financial Aid programs, request "The Student Guide" published by USDE**

### **RETURN OF TITLE IV FUNDS POLICY**

Please see Return of Title IV Funds (R2T4) Policy page 20-23

### **DETERMINING NEED**

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

My-Le's utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

**DEFINITIONS:**

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

**ACADEMIC YEAR:**

A period of 30 weeks of instructional time with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 15 weeks and at least 450 clock hours. In effect, all students enrolled in programs with an academic year schedule to be completed in less than 30 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the program of study in relation to the academic year.

**CLOCK HOUR:**

A 50 to 60 minutes of supervised instruction during a 60 minutes period.

**CREDIT BALANCE:**

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

**DEPENDENT STUDENT:**

An individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

**FAMILY CONTRIBUTION (EFC):**

The calculated amount that a family contributes to offset the student cost of attendance.

**FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:**

You must be one of the following to receive federal student aid:

- U.S. Citizen
- U.S. National
- U.S. Permanent resident who has an I-151 or I-551 (Alien Registration receipt card
- Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations:
  1. Refugee
  2. Asylum Granted
  3. Indefinite Parole and/or Humanitarian Parole
  4. Cuban-Haitian entrant
  5. Conditional Entrant (valid only if issued before April 1980)
  6. An approval form I-797
  7. I-688 with valid expiration date

**IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID**

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only

**INDEPENDENT STUDENT:** An individual who meets one of the following criteria:

1. At least 24 years of age
2. A married individual
3. A graduate or professional student
4. Serving on Active Duty in the armed forces.
5. A veteran of the US armed forces

6. Provide more than half of the support to child/dependent
7. An orphan, in foster care, dependent or ward of the court
8. In legal guardianship as determined by court
9. Emancipated minor determined by court
10. Determined to be an unaccompanied youth who was homeless by director of an emergency shelter or U.S Dept. of HUD.

### **PROFESSIONAL JUDGMENT**

Professional judgment may be used for certain exceptions base on extenuating circumstances with appropriate documentation. Such as income, dependency status. Reason for the adjustment must be documented by a third party. Documentation must be provided to the financial aid officer within 30 days from the day of enrollment.

**DEPENDENCY OVERRIDES:** Dependency overrides on a case-by-case basis for students with unusual circumstances. However, none of the conditions listed below, singly or in combination, qualify as unusual circumstances meriting a dependency override:

- Parents refuse to contribute to the student's education.
- Parents are unwilling to provide information on the FAFSA or for verification.
- Parents do not claim the student as a dependent for income tax purposes.
- Student demonstrates total self-sufficiency

**Unusual circumstances** do include (and may cause and of the above conditions) abandonment by parents, an abusive family environment that threatens the student's health or safety, or the student being unable to locate his parents. In such cases a dependency override might be warranted.

**Documents required** - The documentation must support, and include the reason for, the decision should be from third party with knowledge of the unusual circumstances of the student. A third party that knows the student's situation - such as a teacher, counselor, medical authority, member of the clergy, prison administrator or government agency

**Deadline:** Applicants must provide the financial aid officer the required documentation within 30 days from the day of enrollment.

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

**PAYMENT PERIOD:** 450 hours and 15 weeks for programs of 900 hours or more. It is the mid-point of the program for programs of less than 900 hours and 30 weeks.

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

**WITHDRAWALS:** Students are officially withdrawn when any of following occur: a) Date when you notify the school of your intent to withdrawal. b) Date when the school terminates your Enrollment Agreement. c) Date when you fail to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. d) Date when you failed to return as schedule from an approved leave of absence. The withdrawal date will be the last date of attendance.

### **RECOVERIES**

Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grants programs still due from the student, those funds are payable at the rate of 50%. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

## **REFUNDS**

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

## **TRANSFER STUDENT**

A student, who attended a Post-secondary institution before the enrollment at this school, is required to inform the financial aid office of the schools attended and the periods of attendance. If financial aid was paid advanced from the prior institution, the aid available at this institution will be adjusted.

## **VERIFICATION PROCESS**

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986 executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data.

These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process.

To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

## **WHO MUST BE VERIFIED**

The policy of this school shall be to verify those students selected by the need analysis (SAR or ISIR) system for verification.

## **VERIFICATION EXCLUSIONS**

Applicants excluded from verification include:

- ***Incarceration.*** If the applicant is in jail or prison at the time of verification.
- ***Recent Immigrant.*** Immigrant who arrived in the United States during calendar year or Award Year
- ***Spouse/parent unavailable:*** - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
- ***Death of Applicant.*** dies during the award year or before the deadline for completing the verification.
- ***Applicant Verified by another school*** - If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
  - Letter stating that the verification process was completed
  - Copy of the application data that was verified
  - The transaction number of the verified application.
- ***Not an aid recipient:*** Applicant is ineligible for aid and those who withdraw without receiving aid
- ***Pacific Island Resident.*** Legal resident of Guam, American Samoa, or the Commonwealth of the Northern Mariana Island or Citizen of Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic or Palau.  
To qualify for this exclusion, a dependent student's parents must also be citizens of one of these former territories. As documentation, you should note the permanent mailing address in

the student's file.

## **REQUIRED VERIFICATION ITEMS**

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

- Total number of persons in the household.
- The number of members of household enrolled at least half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year.
- U.S. income tax paid for the base year.
- Untaxed income and benefits for the base year if certain conditions would apply include:
  - Social Security benefits – SNAP benefits (food stamps)
  - Child support.
  - Untaxed pensions - IRA deductions – Tax exempt interest
  - Foreign income exclusion
  - Interest on tax free bonds

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

## **DOCUMENTATION REQUIRED**

The documentation student will need for verification varies according to the Verification Items depending upon student status. The Department of Education encourages student and parent to use the IRS Data Retrieval Tool (DRT) to import data from their tax return.

If students cannot or will not use IRS DRT, they must document AGI; taxes paid and untaxed income by providing an IRS tax return transcript for the student and spouse or parents, as applicable.

Applicants shall complete the appropriate sections of the Verification Worksheet. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms.

## **TIME PERIOD FOR PROVIDING DOCUMENTATION:**

Applicants must provide the financial aid officer the required documentation within 30 days from the day of enrollment. If the students make correction to the Pell SAR, they must complete and process them within two weeks from the enrollment date, or the date the school received the ISIR, whichever comes first. If the tax return transcripts need to be requested from IRS, the school allow no more than 60 days for its receipt.

## **APPLICANT RESPONSIBILITIES:**

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

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time student on postsecondary institutions.

- Change in dependency status. Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage. Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculated. This process does not apply if the change occurs due to marriage.

The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

**CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S):**

If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

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

**INTERIM DISBURSEMENTS:**

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

**TOLERANCES:**

The student must make correction on the SAR if there is any change in dollar errors. The new EFC is computed when required as a result of comments on the SAR, and or as a result of data item changes. This occurs regardless of the absolute error amount.

**NOTIFICATION OF RESULTS OF VERIFICATION:**

The school shall notify the applicant of additional information or documentation needed for Verification and any change in the EFC. The school shall notify the applicant when they complete verification by:

- Obtaining the student's signature and date on the Financial Aid Acceptance.
- Obtaining the student's initial on the Financial Award Notice.

**REFERRAL PROCEDURE:**

A school must refer to the department's Office of Inspector General (OIG) any credible information indicating that an applicant for Federal Students Aid may have engaged in fraud or other criminal misconduct in connection with his or her application.

Common misconduct includes false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income. If school suspect such intent of the student, should report it to the Office of Inspector General, U.S Department of Education 400 Maryland Avenue, SW, Washington, DC 20202-1500 or by phoning 1-800-mis-used.

School must also refer to the OIG any third- party servicer who may have engaged in fraud, breach of fiduciary responsibility, or other illegal conduct involving the FSA Programs.

**CONSTITUTION DAY**

The Consolidated Appropriations Act, 2005, (Pub. L. 108-447) requires educational institutions that receive Federal funds to hold an educational program on the United States Constitution on September 17 of each year. This provision applies to *all* educational institutions receiving funds from any Federal agency.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520



## STUDENT RIGHTS AND RESPONSIBILITIES

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

- \* The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped?

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

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

## **CONSUMER INFORMATION/DISCLOSURES**

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

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 (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **MISREPRESENTATION**

Any deviation from My-Le's Beauty College policy referenced in this handbook must be in writing and approved by administration.

### **VOTER REGISTRATION**

We encourage students to register to vote. The website: <http://www.sos.ca.gov/election> contains everything you need to know about the requirements to be allowed to vote, how to register and the deadline to submission.

### **FEDERAL DISCLOSURE REQUIREMENT**

To help you make a right decision about whether to sign up for our Cosmetology or Manicuring Program at our school. My-Le's Beauty College wants you to know our latest information below:

or visit link: <https://nces.ed.gov/collegenavigator/?q=my+le%27s++beauty+college&s=all&id=439747>

To see further disclosures, please visit our website: [www.mylebeautycollegeinc.com](http://www.mylebeautycollegeinc.com)

### **Student Body Diversity**

Data for year ending 2016

<b>Data for &lt; 2 year program</b>	<b>Men</b>	<b>Women</b>	<b>Total</b>	<b>Rate</b>
Number of Students Who began Program	2	48	50	
Number of Students available for graduation	2	48	50	
Graduates	1	38	39	78%

### **Pell Recipients**

<b>Student Diversity</b>	<b>Hispanic/Latino</b>	<b>American Indian or Alaska Native</b>	<b>Asian</b>	<b>African American</b>	<b>Native Hawaiian or other Pacific Islander</b>	<b>White</b>	<b>Two or More Races</b>	<b>Unknown</b>
Men	0	0	2	0	0	0	0	0
Women	4	0	37	5	0	2	0	0

**CAMPUS SECURITY DISCLOSURE STATEMENT**

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period 1/1/2015 to 12/31/2017.

**Report Distribution Date: OCTOBER 1, 2018**

<b>CRIMINAL OFFENSES – ON CAMPUS</b>	<b>Total occurrences on Campus</b>		
	<b>Criminal Offense</b>	<b>2015</b>	<b>2016</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	1	0
j. Aggravated assaults	0	0	0
k. Burglary	0	0	3
l. Motor Vehicle Thefts (Do not include theft from motor vehicle)	1	0	0
m. Arson	0	0	0

<b>CRIMINAL OFFENSES – PUBLIC PROPERTY</b>	<b>Total occurrences on Public Property</b>		
	<b>Criminal Offense</b>	<b>2015</b>	<b>2016</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	1	0	2
j. Aggravated assaults	0	0	0
k. Burglary	0	0	0
l. Motor Vehicle Thefts (Do not include theft from motor vehicle)	0	1	0
m. Arson	0	0	0

**HATE CRIMES – ON CAMPUS**

**Occurrences of Hate Crimes  
Category of Bias for crimes reported in 2017**

<b>Criminal Offense</b>	<b>2017 Total</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National origin</b>
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assaults	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor Vehicle Thefts (Do not include theft from motor vehicle)	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

**Occurrences of Hate Crimes  
Category of Bias for crimes reported in 2016**

<b>Criminal Offense</b>	<b>2016 Total</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National origin</b>
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assaults	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor Vehicle Thefts (Do not include theft from motor vehicle)	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

**Occurrences of Hate Crimes  
Category of Bias for crimes reported in 2015**

<b>Criminal Offense</b>	2015 Total	Race	Religion	Sexual Orienta- tion	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assaults	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor Vehicle Thefts (Do not include theft from motor vehicle)	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

**HATE CRIMES – PUBLIC PROPERTY**

**Occurrences of Hate Crimes**

**Category of Bias for crimes reported in 2017**

<b>Criminal Offense</b>	2017 Total	Race	Religion	Sexual Orienta- tion	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assaults	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor Vehicle Thefts (Do not include theft from motor vehicle)	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

**Occurrences of Hate Crimes  
Category of Bias for crimes reported in 2016**

<b>Criminal Offense</b>	2016 Total	Race	Religion	Sexual Orienta- tion	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assaults	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor Vehicle Thefts (Do not include theft from motor vehicle)	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

**Occurrences of Hate Crimes  
Category of Bias for crimes reported in 2015**

<b>Criminal Offense</b>	2015 Total	Race	Religion	Sexual Orienta- tion	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assaults	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor Vehicle Thefts (Do not include theft from motor vehicle)	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes: Crimes of murder, Sex offenses, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crime Statistical Act.

**VAWA OFFENSES – ON CAMPUS****Number of Arrests**

<b>Crime</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

**VAWA OFFENCES – PUBLIC PROPERTY****Number of Arrests**

<b>Crime</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

**ARRESTS – ON CAMPUS****Number of Arrests**

<b>Crime</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

**ARRESTS – PUBLIC PROPERTY****Number of Arrests**

<b>Crime</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

**DISCIPLINARY ACTIONS – ON CAMPUS****Number of persons referred for  
Disciplinary Action**

<b>Crime</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

**DISCIPLINARY ACTIONS – PUBLIC PROPERTY****Number of persons referred for  
Disciplinary Action**

<b>Crime</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

**UNFOUNDED CRIMES****Number**

<b>Crime</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
a. Total unfounded crimes	0	0	0

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available security officer, institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911). Nearest security office is located at 4542 Florin Road, Sacramento, CA 95823, phone number (916) 591-4949.
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes no to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtain by the institution's secretary who contacts the correct police department District for statistics, and the institution's "Daily Incident Log", and then records those statistics.

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. Rear access doors leading to the campus are closed during all hours of the day, but it is accessible at all time. When the school closes for the night, the school's official will inspect each room to see that it is empty and then set the alarms and then lock down the campus. Other individuals, students or employees present on institutional property at anytime without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
  - a) Institution's official have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
  - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
  - a) Do not leave personal property unattended in classrooms or on clinic floor.
  - b) Report to your institutional official, any suspicious persons.
  - c) Always try to walk in groups outside the school premises.
  - d) When you are waiting for a ride, wait within sight of other people.
  - e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
  - f) The "Crime Awareness And Campus Security Act" is available upon request to students, employees and prospective students.



- g) The School has no formal program, other than orientation, that disseminates this information. All information is available on request.
  - h) Information regarding any crimes committed on the campus or parking lot will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee evade detection: or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
  7. All incidents shall be recorded in the My-Le Beauty College daily Incident Log located on campus at the Administration Office. The log includes the date, time, location, incident reported, disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.
  8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
  9. This institution also does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
  10. Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff. (*Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education*).
  11. Sexual offenses/assaults on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.
  12. The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
  13. In the event a sex offense should occur on campus, the victim should take the following steps:
    - a) Report the offense to the school administration.
    - b) Preserve any evidence as may be necessary to the proof of the criminal offense.
    - c) Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
    - d) Request a change in the academic situation if necessary.
  14. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.

15. These records are available upon request through the administrative offices.
16. Information for crime victims about disciplinary proceedings. The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009
17. As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders. Link: <http://www.city-data.com/soz/soz-78613.html>

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the school's officer but rather contact the appropriate agency by calling (911).

Name of institution's officer:	DEBBIE TRAN
Title:	Financial Aid Officer
School Name:	My-Le's Beauty College
Address:	4516 Florin Road, Sacramento, CA 95823
Phone:	(916) 422-0223

**STUDENTS DISCLOSURES**  
**Gainful Employment Program Report**

**COSMETOLOGIST**

OPEID:	034583
CIP Code & Program Description:	12.0401 – Cosmetology/Cosmetologist
Program Length in Months:	11

Related Occupations & SOC (Standard Occupational Classification) Code:

- 39-5012 Hairdressers, Hairstylist, and Cosmetologist
- 39-5092 Manicurist and Pedicurists
- 39-5094 Skincare Specialists
- 39-5091 Makeup Artists
- 25-1194 Vocational Education Teachers, Postsecondary
- 41-4012 Sales Representative

For more information on cosmetology, please visit:  
<http://www.onetonline.org/link/summary/39-5012.00>

<b>COST:</b>	
Tuition and Fees:	\$11,700
Estimated Cost of Supplies:	\$1,000
Debt at Program Completion	No

Number of students completing between July 1, 2016 – June 30, 2017:	31
On Time Completion Rate:	48% (15 of 31)
Job Placement Rate:	74% (23 of 31)
Median Federal student loan debt:	\$0.00
Median Private student loan debt:	\$0.00
Median Institutional finance plan debt:	\$0.00

## MANICURIST

OPEID: 034583  
CIP Code & Program Description: 12.0410 – Nail Technician/Specialist and Manicurist  
Program Length in Months: 3

Related Occupations & SOC (Standard Occupational Classification) Code:

39-5092 Manicurist and Pedicurist  
25-1194 Vocational Education Teachers, Postsecondary  
41-4012 Sales Representative

For more information on cosmetology, please visit:  
<http://www.onetonline.org/link/summary/39-5092.00>

### COST

Tuition and Fee:	\$1,500
Estimated Cost of Supplies	\$500

Number of student completing between July 1, 2016 – June 30, 2017: 82

On Time Completion Rate: 51% (42 of 82)

Job Placement Rate: 72% (59 of 82)

Median Federal student loan debt: \$0.00

Median Private student loan debt: \$0.00

Median Institutional finance plan debt: \$0.00

## **ADMISSION/FINANCIAL/PLACEMENT INFORMATION AND HOURS**

### **ADMISSION:**

For information regarding admissions, please contact: **Ms. Julie Co**, at: **(916) 422-0223 from 10:00A.M. to 5:00P.M., Tuesday-Saturday.**

### **FINANCIAL:**

For information regarding financial, please contact: **Ms. Debbie Tran**, Financial Aid Director at: **(916) 422-0223 from 10:00A.M. To 5:00P.M., Tuesday-Saturday.**

### **PLACEMENT ASSISTANCE:**

For information regarding placement service, please contact: **Ms. Phung Co**, at **(916) 422-0223 from 10:00A.M. To 5:00P.M., Tuesday-Saturday.**

For information regarding the availability of comparable program related to tuition, fees and program length, please contact **The Accrediting Commission of Career Schools and Colleges at: 2101 Wilson Blvd., Suite 302. Arlington, VA 22201. (703) 247-4212**

# ORGANIZATIONAL CHART

CEO/Job Placement  
Ms. PHUNG K.CO

Director  
Mrs. DELANA NGUYEN

Financial Aid Director  
Mrs. DEBBIE TRAN

Admissions  
Ms. JULIE CO

Director of Training/Instructor Supervisor  
Mrs. CATHERINE WARE

Instructor Assistant Supervisor  
Mrs. CHRISTELLE LE

Instructor  
Mrs. TAN THI DO

Instructor  
Mrs. JEAN NGUYEN

Instructor  
Ms. OLIVIA MORENO

Receptionist/Instructor  
Ms. TINA KIM

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## EDUCATIONAL FACULTY QUALIFICATION LIST

Mrs. TAN THI DO  
Licensed Instructor  
Licensed Cosmetologist  
Certificate of Authorization

INSTRUCTOR  
20 Years  
21 Years  
18 Years

Mrs. CHRISTELLE LE  
Licensed Cosmetologist  
Certificate of Authorization

INSTRUCTOR  
10 Years  
07 Years

Mrs. CATHERINE WARE  
Licensed Cosmetologist

INSTRUCTOR  
12 Years

Mrs. JEAN NGUYEN  
Licensed Cosmetology

INSTRUCTOR  
30 Years

Ms. TINA KIM  
Licensed Cosmetology

INSTRUCTOR  
10 Years

Ms. OLIVIA MORENO  
Licensed Cosmetology

INSTRUCTOR  
25 Years