Fredrick And Charles Beauty College

831 F Street
Eureka, California 95501
(707) 443-2733
www.fandcbeauty.com

Year: 2019/2020

07/01/19 – 06/30/20

Revised/published 07/19/19

Fredrick And Charles Beauty College

831 F Street
Eureka, California 95501
(707) 443-2733
www.fandcbeauty.com

Year: 2019/2020

07/01/19 – 06/30/20

Revised/published 07/19/19

TABLE OF CONTENTS

Approval Disclosure Statement	3
History	4
Facilities	4
Mission and Objectives	4
Administration	4
Faculty	5-6
Approvals	6
Schedule and Calendar	7
Admission Requirements	7-8
High School Diploma Documentation	8
Non-Discrimination Clause	9
Health and Physical Considerations	9
Credit Evaluation	9
Barbering Course	9
Barbering Educational Goals	9
Barbering Curriculum	9-11
Barbering Objectives	11
Teaching and Learning Methods	12
Barbering Evaluation Procedures	12
Barbering Graduation and Licensing Requirements	12
Cosmetology Course	12
Cosmetology Educational Goals	12
Cosmetology Curriculum	13-15
Cosmetology Objectives	15-16
Cosmetology Evaluation Procedures	16
Cosmetology Graduation Requirements	16
Cosmetology Licensing Requirements	16
Esthetician Course	17
Esthetician Educational Goals	17
Esthetician Course Curriculum	17-18
Esthetician Objectives	19
Esthetician Evaluation Procedures	19
Esthetician Graduation Requirements	19
Esthetician Licensing Requirements	20
Manicuring Course	20
Manicuring Educational Goals	20
Manicuring Curriculum	20-21
Manicuring Objectives	22
Manicuring Evaluation Procedures	22
Manicuring Graduation Requirements	22
Manicuring Licensing Requirements	22-23
Teacher Training Course	23
Teacher Training Educational Goals	23
Teacher Training Curriculum	23-24
Teacher Training Objectives	24
Teacher Training Evaluation Procedure	25
Teacher Training Graduation Requirements	25
Teacher Training Licensing Requirements	25
Job Placement	25

Grading System	25-26
Advising	26
Conduct and Attendance Policies	26-27
Leave of Absence	27
Satisfactory Progress Policy	27-30
Tuition Policies	30
Scholarships	30
Admissions-Financial Aid Office Hours	31
Tuition and Fee Schedule	31
Payment Schedule	31
Extra Instruction Charges	31
Student Tuition Recovery Fund	32
Student Right to Cancel and Refund Policy	33-34
Notice Concerning Transferability of Credits and Credentials Earned at Our Institution	34
Record Retention	34
Disclosure of Education Records	34
Notification of Rights Under FERPA	35
Dress Code	36
Reception Desk Policy	36
Student Rules and Regulations	36-37
Student Compliant Policy	37
Drug and Alcohol Abuse Policy Statement	37-38
Copyright infringement	39
Voter Registration / Constitution Day	39
Bankruptcy Disclosure	39
Housing Disclosure	39
General Financial Aid Information Forward	40
Compliance Statement	40
Financial Aid Philosophy	40
Principles	40
Financial Aid Mechanism	40
Student Eligibility Requirements	41
Award Concept, Selection of Recipients and Packaging Criteria	41
Determining Need	41
Need Analysis System	42
Integrated Verification Process	42
Institutional Verification Policy and Procedures	42-49
The U.S. Department of Education Student Financial Aid Programs Offered at This Institution	49
Student Rights and Responsibilities	49-50
Definitions and Policies	50-52
Financial Aid Programs	52
Application Procedures and Form	53

APPROVAL DISCLOSURE STATEMENT

Fredrick and Charles Beauty College is a private institution located at 831 F Street, Eureka, Ca. 95501, was granted institutional approval from the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94311. "Approval to operate means compliance with minimum standards and does not imply any endorsement or recommendation by the state or by the bureau." Institutional approval must be re-approved every three years and is subject to continuing review. Approved are the courses:

Cosmetology	1600 hours
Manicuring	400 hours
Esthetician	600 hours
Teacher Training	600 hours
Barbering	1500 hours

Instruction is in residence with facility occupancy level accommodation 80 cosmetology/barbering, 10 manicuring and 10 esthetician 2 teacher-training students at any one time.

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate certifying the fact.

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.

This school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

Pell Grants
SEOG
Department of Rehabilitation
Bureau of Indian Affairs
Veterans Administration

The following state boards, bureaus, departments, or agencies set minimum standards for your program of studies in accordance with Education Code Section 94316.12.

Board of Barbering and Cosmetology

Persons seeking to resolve problems or complaints should prepare their complaint in written form and submit to Jeanie Scott, Administrator. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site at www.bppe.ca.gov

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
1747 N. Market Blvd. Suite 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Telephone (888) 370-7589, (919)574-8900, Fax (916)263-1897 www.bppe.ca.gov

All information in the content of this school catalog is current and correct and is so certified as true by Jeanie Scott. Signature _____

HISTORY

Fredrick and Charles Beauty College was established in 1955 by Charles Partone, to provide quality education in the field of cosmetology and related arts and sciences. The current owner, Jeanie Scott, purchased the institution in May 2002.

Fredrick and Charles Beauty College is located in downtown Eureka, California, at 831 F Street. Lumber, fishing, and tourism are the main industries of this picturesque area. The redwoods and rhododendrons provided a beautiful setting in this community. The building was especially designed as a beauty college and has won the "Governor's Award of Design" for its design and architecture.

FACILITIES

Fredrick and Charles Beauty College has over 6,000 square feet devoted to educational purposes. There are 60 styling stations for patrons and students on the clinic floor area. In addition, the facility contains two classrooms, facial room, waxing room, library, computer lab with wi-fi access, and student lounge. Library resources consist of textbooks, monthly periodicals, videos and dvds. Students have access to library and computer lab during school hours with an instructor's assistance. There is equipment and classroom facilities for 80 cosmetology/barbering, 10 manicuring, 10 esthetician and 2 teacher training students.

In addition, students are issued a student kit of textbooks, equipment and supplies as part of their tuition cost. Student kits are customized according to educational program in which they are enrolled (Barbering, Cosmetology, Esthetician and Manicuring). The equipment used for instruction or provided to student are comparable in model type or features to equipment used in occupations for which instruction is offered.

Equipment used for instruction or provided includes mannequins, shampoo bowls, dyers, facial chairs, hairstyling and barber chairs, manicure stations, stools, thermal hair straighteners, electrical facial equipment, pedicure tubs, steamers, magnification lights, etc.
Student kits include:

Barbering – textbooks, mannequins, shears, clippers and blades, thermal straightening irons, blow dryer, razor, trimmers, combs, brushes, capes, clips, barber supplies, perm rods, etc.

Cosmetology – textbooks, chrome book, beauty travel case, thermal irons, shear, clippers, mannequins, combs, brushes, capes, stylist supplies, manicuring supplies, artificial nail kit, rollers, rods, clips, makeup, etc.

Esthetician – textbooks, tweezer, extractor, headbands, drapes, eyelashes, makeup kit, skin care kit, disposable applicators, esthetician supplies, etc.

Manicuring – textbooks, mannequin hand, manicure brushes, manicure implements, bottles, gloves, finger bowl, artificial nail kit, electric file, manicure supplies, etc.

MISSION & OBJECTIVES

Our mission and objective are to provide instruction in the field of cosmetology, barbering, esthetician, manicuring and teacher training. Instruct students in consumer protection, to protect the consumer from improper handling of implements, chemicals, and sanitation. Provide students with information on the newest and latest products and techniques in their related field. Ensure that students successfully complete necessary hours and requirements to be eligible for the State Board licensing examination. Impart the knowledge, skills, and confidence necessary to complete and pass the required State Board examination. Produce a successful salon/barber employee, manager, and owner. Let students know what salon/barber owners expect, such as dependability, professionalism, and completion of all operations in the most efficient, concise manner possible while maintaining high quality and patron happiness.

FREDRICK AND CHARLES BEAUTY COLLEGE, PARTONE INC. ADMINISTRATION

Jeanie Scott. ..... Owner, CEO, Administrator, Instructor
Steve Scott .....President
Trevor Scott..... ..... Senior Vice –President, Secretary
Bill Stevenson.....Vice-President
Lesa Christensen.....Financial Aid Officer, Instructor
Marlene Chanel Ptacek..... .....Instructor
Mathew Sharkey..... Instructor
Rebecca Whittington.....Instructor
Crystal Parker.....Receptionist

FACULTY

Fredrick and Charles Beauty College, Eureka, California

Jeanie Scott – Owner, Administrator, Instructor
Jeanie has been employed with Fredrick and Charles Beauty College since August 1982. During her employment she has worked in all facets of the college. She received her esthetician license in December 2000 and her cosmetology license in June 2005. Jeanie also held a Certificate of Authorization for Service as Director, Financial Aid Director, and Instructor. In September of 2011 Jeanie received her Clear Teaching Credential.

Lesa Christensen –Financial Aid Officer, Instructor
Lesa graduated from Chico Beauty School in Chico, California in 1993 in cosmetology and attended Fredrick and Charles Beauty College barbering cross/over in 2019. She is a licensed cosmetologist, salon owner and soon to be licensed barber. Lesa is currently working as the Financial Aid Officer, assisting student seeking financial aid and admissions. In addition, Lesa has many years of administrative and teaching experience; she compliments and works alongside the instructional staff offering students encouragement, and another prospective. Lesa specializes in lash extensions, scheduled to attend American Crew in Chicago, Illinois and is excited about sharing her experiences with the students.

Marlene Chanel Ptacek – Instructor
Chanel has been a licensed cosmetologist since 1985 and licensed instructor since 1985. She is an excellent theory and freshman instructor. Her precise teaching methods give the students stepping-stones on which to build their abilities in cosmetology and related arts and sciences. Chanel has a Certification of Authorization for Service and a clear Teaching Credential.

Matthew Sharkey - Instructor
Matt has been a licensed cosmetologist since October 1997. Right after graduation Matt owned and operated his own salon until 1999. After closing his salon, he worked as an instructor, here at Fredrick and Charles Beauty College from 2000-2010. From 2010 to 2014 he worked as an independent contractor, specializing in men's cuts. Matt returned to Fredrick and Charles Beauty College as an instructor in June 2017.

Rebecca Whittington – Instructor
Rebecca "Becky" graduated from Fredrick and Charles Beauty College in 1995. She is a licensed cosmetologist with eight years of manicuring experience. She has also been specializing in haircutting and coloring for 20 years. She started working at Fredrick and Charles Beauty College in April 2019 as receptionist and advanced into Instructor position in June 2019. Becky is extremely motivated to help

students achieve their goals. She brings many years of real-world application and experience to the learning environment. Becky's goals are to ensure each student receives the time and attention needed to be successful professionals in the beauty industry.

Crystal Parker – Receptionist/Esthetician
Crystal graduated from Fredrick and Charles Beauty College and became a licensed esthetician in August 2019. Crystal has worked in the medical field which enhances her esthetician abilities. She is conscientious, organized and has an excellent rapport with staff and students. Crystal is able to fulfill her reception duties, while offering students valuable information within the scope of esthetics.

We are proud to mention that instructional staff are graduates of Fredrick and Charles Beauty College. We are pleased with our instructional staff and glad they show faith in our training enough to come back and teach at our college.

The staff of Fredrick and Charles Beauty College continues to attend various workshops, seminars and hair shows to assist them in their job performance, so that they will be able to meet the growing needs of students.

APPROVALS

This institution is approved by:
Approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the bureau or the state.

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, Ca. 95798-0818
(888) 370-7589, (919)574-8900

Board of Barbering and Cosmetology
P.O. Box 944226
Sacramento, Ca. 94244-2260
(800) 952-5210

This institution is accredited by:

National Accrediting Commission of Career Arts & Sciences
3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600

This institution is recognized as an eligible institution to participate in the Federal Financial Aid programs by:

The United States Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202

Approval documentation may be reviewed upon request in the administrative office.

SCHEDULE AND CALENDAR

Classes start every ten (10) weeks. Graduation occurs following the required number of hours as specified for in each training programs. The school is closed on Sunday, Monday, the 2nd & 4th Saturday of the month and the following holidays: New Year's Day, July 4th, Thanksgiving Day, Christmas Day, Tuesday following President's Day, Memorial Day, and Labor Day. Holy Days of all religious beliefs are respected and allowed.

Class Schedules and hours
Tuesday through Friday- 8:30 a.m. to 5:00 p.m. (32 hours per week)
We are open the 1st ,3rd and 5th Saturdays of the month to provide an opportunity for students to make up hours missed or to accelerate a graduation day.

Barbering	**Cosmetology & Teacher Training**	**Esthetician & Barber Cross-over**	**Manicuring**
August 17, 2019	**September 10, 2019**	**July 30, 2019**	**August 6, 2019**
November 5, 2019	**November 19, 2019**	**December 17, 2019**	**December 27, 2019**
January 14, 2019	**January 28, 2019**	**February 25, 2020**	**March 3, 2020**
March 24, 2020	**April 7, 2020**	**May 5, 2020**	**May 12, 2020**
June 2, 2020	**June 16, 2020**	**July 14, 2020**	**July 21,2020**

Classes are subject to change, please call to confirm class dates.
All classes will be held at the school's facility located at 831 F Street, Eureka, CA

ADMISSION REQUIREMENTS

Enrollment at Fredrick and Charles Beauty College is open to career minded individuals who, in the opinion of the college staff, would be able to benefit from and utilize the skills taught for gainful employment. The School admits as regular students, high school graduates, holders of high school graduation equivalency certificates (GED). The School does not accept ability-to-benefit students.

All applicants must be personally interviewed and complete all admission paperwork onsite. All courses taught at Fredrick and Charles Beauty College is in English. Students must be able to speak, read, and write English fluently. English abilities will be determined through the interview, application process. We do not provide ESL instruction, if your native language is not English, you must provide proof of English proficiency by passing the Test of English as a Foreign Language (TOEFL)ibt with a score of 90 or 75%.

Fredrick and Charles Beauty College does not admit students from other countries and does not provide visa services.

Note: Students seeking enrollment in the teacher-training program must have a valid cosmetology license.

Students are also required to attend orientation and have a tour of the school's facilities six days before the commencement of class.

This institution does not recruit students already enrolled or admitted to another school offering a similar program of study.

This institution has **not** entered into an articulation or transfer agreement with any other college or university.

Re-Entry Students – Upon re-enrolling at Fredrick and Charles Beauty College, the same procedures will be followed as with new students, with the exceptions of tuition cost, hours and operations needed and satisfactory/unsatisfactory progress.

Using Record of Withdrawal and Proof of Training, tuition will be prorated based on how many hours and operations are needed to complete the course of instruction.

Students re-enrolling will resume the satisfactory/unsatisfactory progress they had upon withdrawal from prior enrollment.

Students seeking re-entry into Fredrick and Charles Beauty College must make request in writing. If student left program due to unsatisfactory grades or attendance, health reasons, family problems, finances, etc. they must state in their letter of request what has changed since withdrawal that will make a more successful enrollment.

Students, who owe a balance on their prior account with the school, must pay off that balance prior to re-entry. **Note:** Hours and operations accumulated in prior enrollment will be added with current enrollment upon the completion of course.

Transfer Students – students transferring from another California school will be required to provide a Record of Withdrawal, which states hours of completion, practical and theoretical operations completed and a Proof of Training document. These documents are provided by the last school attended. Appropriate credit will be granted for prior training or experience upon review and verification of same by school officials and the state board.

Students transferring from an Out of State school will be required to provide an Out of State Training document or a supplemental letter from California State Board of Barbering and Cosmetology. Appropriate credit will be granted for prior training or experience upon review and verification of same by school officials and the state board. For more information about out of state transfers contract:

California State Board of Barbering and Cosmetology
P.O. Box 944226
Sacramento, California 94244-2260
(800) 952-5210
www.barbercosmo.ca.gov

Hours and operations accumulated from your prior enrollment will be added to current enrollment upon the completion of your course.

HIGH SCHOOL DIPLOMA DOCUMENTATION

Prospective students must verify high school graduation by providing copy of their high school diploma issued from a valid high school recognized by the state in which the high school resides. In the circumstances where the validity of said diploma is questioned by the admissions office, the prospective student will be required to provide official high school transcripts proving graduation date. If a high school diploma cannot be verified by the above documentation the prospective student will not be granted enrollment.

NON-DISCRIMINATION CLAUSE

No person will be denied admission, graduation or any other rights and privileges of the college due to race, creed, color, religion, age, ethnic origin, or sex.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the beauty field must be in good physical health since he-she will be working in direct contact with patrons. In most aspects of the beauty field there is a great deal of standing, walking, bending, and stretching for extended periods of time. A person must consider his-her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands. Access by persons in wheelchairs is only available to the first floor. There is no elevator service to the second floor.

CREDIT EVALUATION

School officials and the State Board will grant appropriate credit for prior training or experience upon review and verification of it. **Note: Veteran students, all transcripts of prior training will be obtained for evaluation.**

BARBERING COURSE – CIP CODE 12.0402

The barbering course is 1500 clock hours, 32 scheduled hours per week, and takes 47 weeks to complete.

The course includes the basic fundamentals of barbering, which include the State requirements in technical instruction and practical operations. In addition, the student will learn professional ethics, personal hygiene, salesmanship, and reception duties.

EDUCATIONAL GOALS

The barbering course of study is designed to prepare the student for the State Board Licensing Examination and for profitable employment. The knowledge and skills will prepare the licensed barber for work as a barber, barber shop manager, hair colorist, barber shop owner, product demonstrator, or styling publicist, etc.

BARBERING CURRICULUM

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) clock hours of technical instruction and practical operations covering all practices barber 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 operation 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 operations shall include the Following Hours:

(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing. The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

	Minimum Theory Hours Instructions	Minimum Practical Operations
Hairstyling (Shall include, but is not limited to, the following Techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, combs outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.)	65	240
Permanent Waving and Chemical Straightening (Shall Include, but not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.)	40	105
Hair Coloring and Bleaching (Shall include, but is not limited to, the following techniques and procedure: also including, the use of semi-permanent, demi-permanent and temporary colors: Hair analysis, predisposition tests, stand test, safety precautions, formula mixing, tinting, bleaching, high and low lights and the use of dye removers.)	60	50
Haircutting (Shall include, but not limited to, the following techniques and procedures: Use of the scissors, razor (shaper) electric clippers/trimmers, and thinning (tapering) shears, for wet and dry cutting)	20	80

(2) 200 Hours of Technical Instruction and Practical Training in Shaving. The required subject of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

Shaving (Shall include, but not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial service, massaging the client's face, rolling cream massages.)	100	40

(3) 200 Hours of Technical Instruction in Health and Safety. The required subjects of instruction for each subject matter as follows:

The Barbering and Cosmetology Act and The Board's Rules and Regulations	20

	Minimum Theory Hours Instructions	Minimum Practical Operations
Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B)	45	
Disinfection and Sanitation (Shall include, but not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper Disinfection procedures for equipment used in establishments.)	20	100
Disinfection shall be emphasized throughout the entire training Period and must be performed before use of all instruments and equipment.		
Anatomy and Physiology (Shall include, but is not limited to the following issues: Human anatomy, Human Physiology.)	15	

The board recommends that schools provide training in communications skills that include professional ethics, salesmanship, decorum, client record keeping, basic tax information relating to booth renters, independent contractors, employees and employers.

No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

Note: Authority cited: Section 7312 and 7362(b), Business and Professions Code. Reference: Section 7316, 7321.5 (d) (1), 7362, 7362.5 (a) and 7389, Business and Professions Code.

BARBERING OBJECTIVES

Our objectives are threefold:

1. Consumer Protection – to protect the consumer from improper handling of implements, chemicals, and sanitation.
2. Pass the State Licensing Examination – to impart the knowledge, skills, and confidence necessary to complete the required exam.
3. Produce a Successful Barber Shop Employee, Manger, Owner – to let students know what shop owners expect, such as dependability, professionalism, and completion of all operations in the most efficient, concise manner possible while maintaining high quality and patron happiness.

TEACHING AND LEARNING METHODS

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Students work on clinic floor using equipment, implements, and products that are comparable to those used in the industry. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, clinic, and student participation. Audio-visual aids, internet access, guest speakers, field trips, projects, activities, and other related methods are used in the course.

BARBERING EVALUATION PROCEDURES

In maintaining the highest standards possible at Fredrick and Charles Beauty College, written tests are administered on a weekly basis and practical work monitored daily. Progress reports are given to students to inform them of their practical and theoretical standing, attendance, citizenship and progress in training. Regardless of hours attended, progress reports are given at scheduled hours, not elapsed hours. Their reports are given at 450, 900, 1200, and 1500 scheduled hours and according to contract.

Freshmen board is given during the last week of freshmen training, with a minimum of 150 hours, utilizing a practical examination, followed by an instructor/student conference. If examination is completed successfully, the student is promoted to the main clinic floor. If examination is not completed successfully, student is retained in freshmen area until deficiencies are corrected.

Senior board is given between 1200 and 1500 hours to evaluate student's progress. A 300 multiple choice examination and practical examination is administered to evaluate their readiness for the State Licensing examination, followed by instructor/student conference, where their strengths and weaknesses are discussed. Student must pass this examination to successfully graduate.

BARBERING GRADUATION REQUIREMENTS

Upon the successful completion of all the State's requirements in clock hours, technical instruction, practical operations, and a GPA of 75% or higher, the student will be awarded a diploma certifying graduation. In addition, courses which require licensure for employment, students will be given a Proof of Training and all necessary paperwork to apply for the State Licensing Examination.

LICENSING REQUIREMENTS

A barber license will be granted by the State of California only after the student has successfully completed and graduated from the barbering course and passes both the written and practical State Licensing Examination for barbering with 75%.

Qualifications to take the Board of Barbering and Cosmetology (Board) exams for Barber.

Be at least 17 years of age.

Has completed the 10th grade in a public school or its equivalence.

Has committed no acts or crimes constitution grounds for denial of licensure under Section 480 of the Business and Professions Code.

Has completed 1500 clock hours in a Board approved school.

Requirements on day of examination.

Admission letter from Board of Barbering and Cosmetology

Proof of Training sealed in envelop from School

Valid government issued photo ID

Examination Kit with ample supplies necessary to complete practical examination

COSMETOLOGY COURSE – CIP CODE 12.0401

The cosmetology course is 1600 clock hours, 32 scheduled hours per week, and takes 50 weeks to complete.

The course includes the basic fundamentals of cosmetology, which include the State requirements in technical instruction and practical operations. In addition, the student will learn professional ethics, personal hygiene, salesmanship, and reception duties.

EDUCATIONAL GOALS

The cosmetology course of study is designed to prepare the student for the State Board Licensing Examination and for profitable employment. The knowledge and skills will prepare the licensed cosmetologist for work as a hairdresser, salon manager, hair colorist, salon owner, product demonstrator, or styling publicist, etc.

COSMETOLOGY CURRICULUM

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

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

(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing. The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

	Minimum Theory Hours Instructions	Minimum Practical Operations
Hairstyling (Shall include, but is not limited to, the following Techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.)	65	240
Permanent Waving and Chemical Straightening (Shall Include, but not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.)	40	105
Hair Coloring and Bleaching (Shall include, but is not limited to, the following techniques and procedure: also including, the use of semi-permanent, demi-permanent and temporary colors: Hair analysis, predisposition tests, stand test, safety precautions, formula mixing, tinting, bleaching, high and low lights and the use of dye removers.)	60	50

	Minimum Theory Hours Instructions	Minimum Practical Operations
Haircutting (Shall include, but not limited to, the following techniques and procedures: Use of the scissors, razor (shaper) electric clippers/trimmers, and thinning (tapering) shears, for wet and dry cutting)	20	80

(2) 200 Hours of Technical Instruction in Health and Safety. The required subjects of instruction for each subject matter as follows:

The Barbering and Cosmetology Act and The Board's Rules and Regulations	20
Health and Safety/Hazardous Substances (Shall Include, but not limited to, the following techniques and procedures: Cosmetology Chemistry including the chemical composition and the purpose of cosmetic, nail, hair and skin care preparations. Shall also include the elementary chemical make-up, chemical skin peels, physical and chemical changes of matter. Hazardous substances including training in chemical and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS and Hepatitis B, and staph and Material Safety Data Sheets.)	45
Disinfection and Sanitation (Shall include, but not limited to the following techniques and procedures: Disinfection and sanitation including 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
Anatomy and Physiology (Shall include, but is not limited to the following issues: Human anatomy, Human Physiology.)	15

(3) 200 Hours of Technical Instruction and Practical in Esthetics. The required subject of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

Manual, Electrical, Chemical Facials (Shall include Manual Facials including cleansing, scientific manipulations, packs and Masks. Facial Electrical 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. Facial Chemical include chemical skin peels,

	Minimum Theory Hours Instructions	Minimum Practical Operations
Manual, Electrical, Chemical Facials Continued 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
Eyebrow Beautification and Make-up (Eyebrow Beautification shall include eyebrow 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 make-up, the application of false lashes.)	25	30

(4) 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring. The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject matter as follows:

Manicuring and Pedicuring (Shall include Water and oil Manicure, including nail analysis, and hand/foot and arm/ankle Massage.)	10	25
Artificial Nails and Wraps (Artificial nails including liquid powder brush-on, artificial nail tips and nail wraps and repairs.)	25	120

The board recommends that schools provide training in the area of communications skills that include professional ethics, salesmanship, decorum, record keeping, and client service record cards.

No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

Note: Authority cited: Section 7312, 7362 and 7362.1©, Business and Professions Code. Reference: Section 7316(b), 7321 (d) (1), 7362, 7362.5 (b) and 7389, Business and Professions Code.

COSMETOLOGY OBJECTIVES

Our objectives are threefold:

1. Consumer Protection – to protect the consumer from improper handling of implements, chemicals, and sanitation.

2. Pass the State Licensing Examination – to impart the knowledge, skills, and confidence necessary to complete the required exam.

3. Produce a Successful Salon Employee, Manger, Owner – to let students know what shop owners expect, such as dependability, professionalism, and completion of all operations in the most efficient, concise manner possible while maintaining high quality and patron happiness.

COSMETOLOGY EVALUATION PROCEDURES

In maintaining the highest standards possible at Fredrick and Charles Beauty College, written tests are administered on a weekly basis and practical work monitored daily. Progress reports are given to students to inform them of their practical and theoretical standing, attendance, citizenship, and progress in training. Regardless of hours attended, progress reports are given at scheduled hours, not elapsed hours. These reports are given at 450, 900, 1250, and 1600 scheduled hours and according to contract.

Freshmen students are evaluated on their understanding of theory classes through weekly written testing, and practical operations are evaluated utilizing state board requirements and industry standards at completion of lecture, demonstration, and practice of each subject. These evaluations are critical to establish students understanding and efficiency prior to advancement to clinic floor. Students not meeting minimum standards on any given subject will not receive patron assignment in that subject until they can successfully pass evaluation. The freshman training is 7 consecutive weeks and students must have a minimum of 160 hours before being promoted to clinic floor.

Senior board is given between 1200 and 1600 hours to evaluate student's progress. A 300 multiple choice examination and practical examination is administered to evaluate their readiness for the State Licensing examination, followed by instructor/student conference, where their strengths and weaknesses are discussed. Student must pass this examination to successfully graduate.

COSMETOLOGY GRADUATION REQUIREMENTS

Upon the successful completion of all the State's requirements in clock hours, technical instruction, practical operations, and a GPA of 75% or higher, the student will be awarded a diploma certifying graduation. In addition, courses which require licensure for employment, students will be given a Proof of Training and all necessary paperwork to apply for the State Licensing Examination.

LICENSING REQUIREMENTS

A cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the cosmetology course and passes both written and practical State Licensing Examination for cosmetology with 75%.

Qualifications to take the Board of Barbering and cosmetology (Board) exams for Cosmetologist.

Be at least 17 years of age.

Has completed the 10th grade in a public school or its equivalence.

Has committed no acts or crimes constitution grounds for denial of licensure under Section 480 of the Business and Professions Code.

Has completed 1600 clock hours in a Board approved school.

Requirements on day of examination.

Admission letter from Board of Barbering and Cosmetology

Proof of Training sealed in envelop from School

Valid government issued photo ID

Examination Kit with ample supplies necessary to complete practical examination

ESTHETICIAN COURSE – CIP CODE 12.0409

The Esthetician course is 600-clock hours, 32 scheduled hours per week and, takes 19 weeks to complete.
This course includes the basic skills of skin care, which includes the state's requirements in technical instruction and practical operations. In addition, the student will learn professional ethics, personal hygiene, salesmanship, and reception duties.

EDUCATIONAL GOALS

The esthetician course of study is designed to prepare the student for the State Licensing Examination and for profitable employment. The knowledge and skills will prepare the licensed Esthetician for work as a skin care specialist or product demonstrator.

ESTHETICIAN COURSE CURRICULUM

The curriculum for students enrolled in the esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an esthetician, 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 operation 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:

(1) 350 Hours of Technical Instruction and Practical Training in Facials. The required subject of instruction in Facials shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

	Minimum Theory Hours Instructions	Minimum Practical Operations
Manual, Electrical, Chemical Facials (Shall include Manual Facials including cleansing, scientific manipulations, packs and Masks. Facial Electrical 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. Facial Chemical 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)	70	140
Preparation (Shall include Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills.)	15	

(2) 200 Hours of Technical Instruction in Health and Safety. The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction for each subject-matter as follows:

	Minimum Theory Hours Instructions	Minimum Practical Operations
The Barbering and Cosmetology Act and The Board's Rules and Regulations	10	
Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B. Chemical composition and the purpose of cosmetic and skin care preparations. Elementary chemical make-up, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precaution used when operating electrical equipment.)	40	
Disinfection and Sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment)	10	140
Anatomy and Physiology (Shall include Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.)	15	

(3) 50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up. The required subject of instruction in Hair Removal shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

Eyebrow Beautification (Shall include Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual and electrical depilatories.)	25	50
Make-up (Shall include skin analysis, basic and corrective application, application of false eyelashes)	20	40

The board recommends that schools provide training in the area of communications skills that include professional ethics, salesmanship, decorum, record keeping, and client service records, basic tax information relating to booth renters, independent contractors, employees and employers.

No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

Note: Authority cited: Sections 7312 7362 and 7364, Business and Professions Code. Reference: Sections 7316 © (1), 7324 (d) (1), 7362, 7364 and 7389, Business and Profession Code.

ESTHETICIAN OBJECTIVES

Our objectives and threefold:

1. Consumer Protection – to protect the consumer from improper handling of implements, chemicals, and sanitation.

2. Pass the State Licensing Examination – to impart the knowledge, skills, and confidence necessary to complete the required examination.

3. Produce a Successful Salon Employee, Manager, Owner – to let students know what shop owners expect, such as dependability, professionalism, and completion of all operations in the most efficient, concise manner possible while maintaining high quality and patron happiness.

ESTHETICIAN EVALUATION PROCEDURES

In maintaining the highest standards possible at Fredrick and Charles Beauty College, written tests are administered on a weekly basis and practical work monitored daily. Progress reports are given to students to inform them of their practical and theoretical standing, attendance, citizenship, and progress in training. Regardless of hours attended, progress reports are given at scheduled hours not elapsed hours. These reports are given at 300 and 600 scheduled hours and according to contract.

Freshmen students are evaluated on their understanding of theory classes through weekly written testing, and practical operations are evaluated utilizing state board requirements and industry standards at completion of lecture, demonstration, and practice of each subject. These evaluations are critical to establish students understanding and efficiency prior to advancement to clinic floor. Students not meeting minimum standards on any given subject will not receive patron assignment in that subject until they can successfully pass evaluation. The freshman training is 2 consecutive weeks and students must have a minimum of 60 hours before being promoted to clinic floor.

Senior board is given between 350-450 hours to evaluate student's progress. A 250 multiple choice examination and practical examination is administered to evaluate their readiness for the State Licensing Examination, followed by instructor/student conference, where their strengths and weaknesses are discussed. Students must be successful with this examination to graduate from course.

ESTHETICIAN GRADUATION REQUIREMENTS

Upon the successful completion of all the State's requirements in clock hours, technical instruction, practical operations, and a GPA of 75% or higher, the student will be awarded a diploma certifying graduation. In addition, courses which require licensure for employment, students will be given a Proof of Training and all necessary paperwork to apply for the State Licensing Examination.

LICENSING REQUIREMENTS

An esthetician license will be granted by the State of California only after the student has successfully completed and graduated from the esthetician course and passes both the written and practical State Licensing Examination for esthetician with 75%.

Qualifications to take the Board of Barbering and cosmetology (Board) exams for Esthetician.
Be at least 17 years of age.
Has completed the 10th grade in a public school or its equivalence.
Has committed no acts or crimes constitution grounds for denial of licensure under Section 480 of the Business and Professions Code.
Has completed 600 clock hours in a Board approved school.

Requirements on day of examination.
Admission letter from Board of Barbering and Cosmetology
Proof of Training sealed in envelop from School
Valid government issued photo ID
Examination Kit with ample supplies necessary to complete practical examination

MANICURING COURSE – CIP CODE 12.0410

The manicuring course is 400 clock hours, 32 scheduled hours per week, and takes approximately 13 weeks to complete.

The short intensive course includes technical instruction and practical operations required by the Board of Barbering and Cosmetology. This course includes the art and science of manicuring and pedicuring as well as the latest techniques in artificial nails. In addition, the student will be taught professional ethics, salesmanship and record keeping.

EDUCATIONAL GOALS

The manicuring course is designed to prepare the student for the State Licensing Examination and for profitable employment as a manicure specialist, product demonstrator or nail artist.

MANICURING CURRICULUM

The curriculum for students enrolled in a nail care course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.

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:

(1) 300 Hours of Technical Instruction and Practical Training in Nail Care. The required subjects of instruction in Nail Care shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

	Minimum Theory Hours Instructions	Minimum Practical Operations
Manicuring and Pedicuring (Shall include water and oil manicure, including hand and arm massage, complete pedicure including foot and ankle massage and nail analysis.)	25	60
Artificial Nails and Wraps (Artificial nails including liquid, gel and powder brush-on, nail tips and nail wraps and repairs and nail analysis.)	35	180

(2) 100 Hours of Technical Instruction and Practical Training in Health and Safety. The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction and practical operations for each subject-matter as follows:

The Barbering and Cosmetology Act and The Board's Rules and Regulations	10	
Health and Safety/Hazardous Substances (Shall include Chemistry pertaining to the procedures 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	
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 Section 979 and 980. Disinfection should 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, 980.02 and 980.3)	20	35
Bacteriology, Anatomy and Physiology (Shall include Bacteriology, anatomy and physiology, and nail analysis and conditions.)	10	

The board recommends that schools provide training in the area of communications skills that include professional ethics, salesmanship, decorum, record keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers.
No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.
Note: Authority cited: Sections 7312 7362 and 7365, Business and Professions Code. Reference: Sections 7316 © (2), 7326 (d) (1), 7362, 7365 and 7389, Business and Profession Code.

MANICURING OBJECTIVES

Our objectives are threefold:

1. Consumer Protection – To protect the consumer from improper handling of implements, chemicals, and sanitation.
2. Pass the State Licensing Examination – To impart the knowledge, skills, and confidence necessary to complete the required exam.
3. Produce a Successful Salon Employee, Manager, Owner – To let students know what salon owners expect, such as dependability, professionalism, and completion of all operations in the most efficient, concise manner possible while maintaining high quality and patron happiness.

MANICURING EVALUATION PROCEDURES

In maintaining the highest standards possible at Fredrick and Charles Beauty College, written tests are administered on a weekly basis and practical work monitored daily. Progress reports are given to students to inform them of their practical and theoretical standing, attendance, and citizenship. Progress reports are given at 200 and 400 scheduled hours and according to contract.

Freshmen students are evaluated on their understanding of theory classes through weekly written testing, and practical operations are evaluated utilizing state board requirements and industry standards at completion of lecture, demonstration, and practice of each subject. These evaluations are critical to establish students understanding and efficiency prior to advancement to clinic floor. Students not meeting minimum standards on any given subject will not receive patron assignment in that subject until they can successfully pass evaluation. The freshman training is 2 consecutive weeks and students must have a minimum of 40 hours before being promoted to clinic floor

Senior board is given between 300 and 400 hours to evaluate student's progress. A 200 multiple choice examination and practical examination is administered to evaluate their readiness for the State Licensing Examination, followed by instructor/student conference, where their strengths and weaknesses are discussed. Students must pass this examination to successfully graduate from course.

MANICURING GRADUATION REQUIREMENTS

Upon the successful completion of all the State's requirements in clock hours, technical instruction, practical operations, and a GPA of 75% or higher, the student will be awarded a diploma certifying graduation. In addition, courses which require licensure for employment, students will be given a Proof of Training and all necessary paperwork to apply for the State Licensing Examination.

LICENSING REQUIREMENTS

A manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the manicuring course and passes both the written and practical State Licensing Examination for manicuring with 75%.

Qualifications to take the Board of Barbering and cosmetology (Board) exams for Manicurist.
Be at least 17 years of age.
Has completed the 10th grade in a public school or its equivalence.
Has committed no acts or crimes constitution grounds for denial of licensure under Section 480 of the Business and Professions Code.
Has completed 400 clock hours in a Board approved school.

Requirements on day of examination.
Admission letter from Board of Barbering and Cosmetology
Proof of Training sealed in envelop from School
Valid government issued photo ID
Examination Kit with ample supplies necessary to complete practical examination

TEACHER TRAINING COURSE – CIP CODE 12.0413

The teacher-training course is 600 clock hours, 32 scheduled hours per week, and takes 19 weeks to complete.

This program is for the **licensed cosmetologist** who wishes to become a cosmetology instructor. The teacher-training curriculum shall consist of technical instruction and practical operations in teaching the art of cosmetology. In addition, the teacher-training program will include record keeping and interaction with students, staff and patrons.

EDUCATIONAL GOALS

The teacher-training course is designed to prepare the student for profitable employment. Well-trained teachers of cosmetology are always in demand. Career opportunities exist in public and private colleges, state institutions, etc.

TEACHER TRAINING CURRICULUM

The curriculum for students enrolled in a teacher training course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of cosmetology.

Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination: Practical operation shall mean the actual performance by the teacher training student of teaching techniques and principles. Practical training shall mean the time it takes to perform a practical operation.
Technical instruction and practical training shall include the following hours:

(1) 10 Hours of Technical Instruction and Practical Training Laws and Regulations. The required subjects of instruction in laws and regulations shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

	Minimum Theory Hours Instructions	Minimum Practical Operations
The Barbering and Cosmetology Act and The Board's Rules and Regulations	10	

(2) 350 Hours of Technical Instruction and Practical Training in Teaching Techniques, The required subjects of instruction in teaching techniques shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Instructional Techniques: method of instruction; lecture; demonstration; performance; communication skills; instructional aids; and use of questions to promote learning.	40	

	Minimum Theory Hours Instructions	Minimum Practical Operations
Organization Techniques: 4 step teaching method; performance objectives; and learning domains, etc.	30	50
Lesson Planning: Subject; title; outlines; development; and visual aids, etc.	60	50
Techniques of Evaluation: purpose of tests; types of test; test administration; scoring; and grading.	10	

(3) 240 Hours of Technical Instruction and Practical Training in Teaching and Supervising Students. The required subjects of instruction in Teaching and Supervising Students shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Conducting Classroom and technical instruction and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology act and Rules and Regulations (Shall be conducted under supervision of licensed instructor)	140
Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory	100

A student enrolled in the six hundred (600) hour instructor training course may not engage in the school in a complete service connected with any practice or combination of practices of cosmetology upon a patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.

No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors wall, woodwork, toilets, or windows.

TEACHER TRAINING OBJECTIVES

Our objectives are threefold:

1. Consumer Protection – To protect the consumer from improper handling of implements, chemicals, and sanitation.

2. Produce a Successful Beauty Salon Manager, Owner, or Instructor – to let teacher trainee know what school owners expect, such as dependability, professionalism and completion of all operations in the most efficient, concise manner possible while maintaining high quality plus patron and student happiness.

TEACHER TRAINING EVALUATION PROCEDURE

Teacher training students are monitored daily, both in practical and theory lessons by licensed instructors. A written examination will be given to the student at the end of each week covering the materials studied in that week. Students are required to maintain a 75% average on written tests.

Progress reports are given to the teacher training student to inform them of their practical and theoretical standing, attendance citizenship, and progress in training. Regardless of attendance progress reports are given at scheduled hours, not elapsed hours. There reports are given at 300 and 600 scheduled hours and according to contract.

During the teacher training program, the student will be critiqued by instructors and students to evaluate their progress. These evaluation forms are those found in the syllabus for the training of teachers.

Before the successful completion of the teacher training program the student will be required to pass a practical and written mock board, write a short essay on (1) Why I Want to be a Cosmetology Instructor: (2) My Plans and Goals After Completing the Teacher Training Course.

TEACHER TRAINING GRADUATION REQUIREMENTS

Upon the successful completion of all the requirements in clock hours, technical instruction, practical operations, and a GPA of 75% or higher, the student will be awarded a diploma certifying graduation. In addition, courses which require licensure for employment, students will be given a Proof of Training and all necessary paperwork to apply for the State Licensing Examination.

LICENSING REQUIREMENTS

The California Board of Barbering and Cosmetology does not license Instructors. Therefore, no licensing required.

JOB PLACEMENT

Although Fredrick and Charles Beauty College does not guarantee job placement of our graduates, we always offer placement assistance to our students at no additional cost. Salons on a regular basis contact Fredrick and Charles Beauty College, seeking graduates for employment. Information is taken from salon and posted on the school's bulletin board. School personnel also contact graduates from student roster who have not found employment with this information.

GRADING SYSTEM

Students are examined weekly on theory subjects. The following grading system is utilized to determine satisfactory progress.

Students must maintain a "C" average on written tests (75% or above). Test scores are evaluated during scheduled progress reports, at which time students must have maintained a 75% average, or they may be placed on warning, probation or withdrawn. Students are responsible for all tests given unless they have a medical excuse or leave of absence for total class time of subject taught. **If student is absent on day test is given, they must ask instructor to make up test on first day back or the test score will be zero.**

Students are also evaluated on practical and clinic work integrated with theory subjects on a weekly basis. Grading is as follows:

95-100% = A
85-94% = B
75-84% = C
0-74% = F

Students must maintain a "C" average for successful progression and graduation.

ADVISING

All students are advised individually as outline in each courses evaluation procedures (Barbering 450, 900, 1200 and 1500 scheduled hours - Cosmetology 450, 900, 1250, and 1600 scheduled hours – Manicuring 200and 400 scheduled hours –Esthetician and Teacher Training 300and 600 scheduled hours). During these advising sessions, the student's progress in course (academic and attendance), career opportunities and placement program are discussed. Students may request additional advising sessions at any time.

CONDUCT AND ATTENDANCE POLICIES

Students are expected to conduct themselves as adult professionals at all times. Students must abide by all college rules and regulations. Unexcused absences, habitual tardiness, habitual illness, use of audible abusive language, failure to participate in classroom projects, disrupting classes, failure to make tuition payments, failure to abide with dress code, failure to secure necessary books and supplies for homework or classroom studies or stealing from school or other students are all causes for suspension or termination.

EXCUSED ABSENCE- Absences will be considered as excused under the following circumstances: Documented illness, death, or births in immediate family. Pre-arranged absences substantiated in writing at least one week prior to absence and at the discretion of the school director will be considered.

UNEXCUSED ABSENCE –All other absences will be considered unexcused. Students must call in and state reason for which they are not in attendance by 9:00 a.m. or the absence will be unexcused.

VETERANS – All students receiving education benefits from Veterans Administration must report all excused, unexcused or leave of absence on their monthly or quarterly certification card of attendance.

CLASS CUTS – Class cuts are whenever a student does not come to school and does not call in by 9:00 a.m., or student leaves unexcused during the day. Class cuts are considered as an unexcused absence.

STUDENT TIME TICKETS – The student daily record of applied effort is used to keep track of student attendance, technical instruction, and practical operations daily. Time tickets must be signed daily to ensure that proper credit has been given for that day. Students may not take their time tickets out to the building; they should be kept in folder at front desk while student is out of building or at the student's station during the day.

TIME PUNCHES – Students must clock in and out utilizing the fingerprint time clock located in reception area. Students must properly clock in or out anytime they enter or leave the building and during lunch periods. Student failing to do so are subject to suspension. Students are not allowed to

clock out during contracted time unless they can provide a valid excuse (ie. doctor apt, court date or emergency).

TARDINESS –Tardy is anytime a student does not punch in by 8:30 a.m. Those students arriving after 8:30 a.m. will not be allowed into theory class and will not be allowed to clock in for entire day, unless they have a documented valid reason for being tardy and up to the discretion of the supervisor in charge.

LEAVE OF ABSENCE POLICY

For personal or medical reasons, the student may request, in writing, a leave of absence from school.

The Student must provide a written request for a Leave of Absence in advance unless circumstances prevent the student from doing so. A Leave of absence may be granted to a student who did not provide request prior to the LOA due to unforeseen circumstance, if the institution collects the request from the student at a later date with proper documentation, and if the institution documents the reason for its decision. In this circumstance the LOA would begin the first date the student was unable to attend classes.

Written request must include reason for the student's request and include the student's signature. The school administrator in writing must approve and be reasonably certain that the student will return from the approved leave of absence.

A leave of absence may be given for a maximum of 60 calendar days. **Extension of LOA maybe requested due to extenuating circumstance such as (Death, illness in family), up to the discretion of the administrator, and not to exceed 180 days. A** Leave of absence is limited to one per enrollment. A student **will not** be granted a LOA if the LOA, together with any additional LOA previously granted exceeds a total of 180 calendar days in any 12-month period.

Upon returning from a leave of absence, the student will resume the satisfactory/unsatisfactory progress status they had before they left. The leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will be documented by all parties signing an addendum to the enrollment agreement which indicates new contract period.

There will be no additional charges as result of the student's leave of absence and no refund calculation will be performed as student is not considered as being withdrawn.

A student will be withdrawn for taking an **unapproved** LOA or for not returning by the expiration of an approved LOA, in this case the students withdrawal date for the purposes of calculating a refund will be the student's last day of attendance.

A student **Must** follow this policy in requesting a Leave of Absence.

SATISFACTORY ACADEMIC PROGRESS POLICY

In order to maintain satisfactory academic progress, the following academic and attendance minimum apply to all students enrolled at this institution and is provided to applicants prior to signing enrollment agreement.

Students must maintain an academic average of 75% or C on written test scores, formal practical evaluations, and mannequin work

Students must maintain attendance of at least 67% of hours scheduled and based on cumulative hours completed. (Barbering 450, 900, 1200 and 1500 scheduled hours - Cosmetology 450, 900, 1250, and 1600 scheduled hours – Manicuring 200 and 400 scheduled hours –Esthetician and Teacher Training 300 and 600 scheduled hours).

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

ACADEMIC/ATTENDANCE PROGRESS EVALUATIONS- Students receive progress reports throughout their course as outlined in the individual course evaluation procedures. These written progress reports evaluate the students' attendance and academic standing, units of instruction in theory and practical work accomplished, and comments.

Students are given these progress reports according to scheduled hours as outlined in contract, and as follows:

Barbering	450, 900, 1200 and 1500 scheduled hours
Cosmetology	450, 900, 1250 and 1600 scheduled hours
Manicuring	200 and 400 scheduled hours
Esthetician	300 and 600 scheduled hours
Teacher Training	300 and 600 scheduled hours

Students not meeting minimum requirement for satisfactory progress at time of scheduled evaluations will be placed on warning, probation or terminated from training.

Academic Elements – Students are examined weekly on theory subjects. Practical work is integrated with theory subjects, assigned, and evaluated on a weekly basis. Students are also given formal evaluation, utilizing a board like environment, which evaluates all units of practical operation and technical instruction for proficiency and performance. Grading is as follows:

95 – 100% = A
85 – 94% = B
75 – 84% = C
0 - 74% = F

Attendance Elements – The school's policy requires that as a minimum the student maintain 67% attendance of cumulative hours offered/scheduled. Leave of absences are excluded and will extend the student's contract period and maximum time fame by the same number of days taken in the leave of absence. However, students are required to complete the course with one and one-half times the course length. Course length is defined as the period of time required to complete the course based on the enrollment status and allowing for no absences. Attendance is monitored daily and evaluations are given according to individual course evaluation periods.

Course Length – measured in clock hours and corresponding academic year (Academic year = 900 clock hours).

Barbering – 1500 clock hours – Less than 2 academic years
Cosmetology – 1600 clock hours – Less than 2 academic years
Esthetician – 600 clock hours – Less than 1 academic year
Manicuring – 400 clock hours – Less than 1 academic year
Teacher Training – 600 clock hours – Less than 1 academic year

DROP POLICY- Any student absent from school for two (2) consecutive weeks (14) calendar days, will be dropped.

MAXIMUM TIME FRAME FOR COURSE COMPLETION- Students are required to complete the course within one and one-half times the course length. Course length is defined as that period of time required to complete the course based on the enrollment status and allowing for no absences, excluding a leave of absence. The leave of absence will extend the student's maximum time frame by the same number of days taken in the leave of absence. **Note: Veteran students, VA benefits are paid for the approved program length only.**

Maximum time frame for course completion in scheduled clock hours as follows:

Barbering – 2250 scheduled hours
Cosmetology – 2400 scheduled hours
Esthetician – 900 scheduled hours
Manicuring – 600 scheduled hours
Teacher Training – 900 scheduled hours

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

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

DETERMINATION OF STATUS- Students will be determined to be making satisfactory progress if the minimum conditions for academic and attendance have been met. Those students making satisfactory progress and are otherwise eligible, will be eligible to receive Title IV funds.

Students who **do not** achieve minimum conditions for academic and attendance for satisfactory progress is no longer eligible for Title IV, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

Students are notified at their scheduled evaluations if any evaluation impacts the student's eligibility for financial aid.

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

PROBATION – Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probation period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. If student is ineligible for probation, student will be terminated from the program. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain

satisfactory academic progress by the next evaluation. If at the end of the probation period, the student has still not meet both attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as **NOT** making satisfactory academic progress and if applicable, students will not be deemed eligible to receive Title IV funds and will be terminated. **Note: Veteran students, cosmetology students who have not achieved the minimum academic or attendance standard by the end of the probation period will have their VA benefits terminated. Also, VA students enrolled in shorter programs (manicuring, esthetician and teacher training) will only be allowed 1 probationary period Therefore, student must achieve SAP at end of warning period or their VA benefits will be terminated.**

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS – Students may re-establishment satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirement by the end of the probation period.

INTERRUPTION OF TRAINING – Students who interrupt their training due to a leave of absence or withdrawal will resume their same status of satisfactory or unsatisfactory progress upon re-entering school.

COURSE INCOMPLETE, REPETITIONS AND NON-CREDIT REMEDIAL COURSES- this institution has no policy regarding these situations, as they do not apply to cosmetology schools.

APPEAL PROCEDURES- Students who wish to appeal the determination that they are not maintaining satisfactory academic progress must submit a written appeal on the designated form to the school's administrator within ten (10) calendar days, with supporting documentation of the reasons of why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation period. Reason for which students appeal a negative progress determination may include death of a relative, an injury or illness of student, or any other allowable special or migrating circumstances. An appeal decision will be made by the school within 30 calendar days, at which time written documentation will be prepared and notification will be provided to the student. Appeal determination is written on school's designated form and maintained in the student's file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

TRANSFER HOURS – With regards to Satisfactory Academic Progress, transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determined when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at this institution.

TUITION POLICIES

Students must pay for textbooks, equipment, first month's tuition, and enrollment fees prior to commencement of classes. Due to varied financial aid programs, you must secure financing through one of them prior to the start of class. Please contact the admissions office for details. **Students owing monthly payment are required to keep their account current or will not be allowed to attend classes until payment is made.**

SCHOLARSHIPS

Our college does not have an institutional scholarship program.

ADMISSIONS-FINANCIAL AID OFFICE HOURS

Admissions and financial information are available from the school Tuesday through Friday during the following hours: 9:00 a.m. to 5:00 p.m.

An appointment with the admissions and, or financial aid officer is necessary. For appointment call Ginny Thompson at (707) 443-2733.

TUITION AND FEE SCHEDULE

Estimated Total Charges for Program:

Course	Tuition	Registration	STRF	Equipment	Total
Barbering	$13500.00	$100.00	$0	$1450.00	$15000.00
Cosmetology	$14400.00	$100.00	$0	$2100.00	$16600.00
Manicuring	$3600.00	$100.00	$0	$800.00	$4550.00
Teacher Training	$5400.00	$100.00	$0	$300.00	$5800.00
Esthetician	$5400.00	$100.00	$0	$950.00	$6450.00

Total Charges for First Payment Period (Start of Program)

Course	Tuition	Registration	STRF	Equipment	Total
Barbering (450 hours)	$4050.00	$100.00	$0	$406.00	$4556.00
Cosmetology (450 hours)	$4050.00	$100.00	$0	$630.00	$4780.00
Manicuring (200 hours)	$1800.00	$100.00	$0	$400.00	$2300.00
Teacher Training (300 hours)	$2700.00	$100.00	$0	$150.00	$2950.00
Esthetician (300 hours)	$2700.00	$100.00	$0	$475.00	$3275.00

The college reserves the right to change tuition and fees, make subject changes when necessary and make substitutions of equipment as required without prior notice. Any changes will not affect currently enrolled students.

PAYMENT SCHEDULE

Payment schedules depend on many factors, due to varied financial aid programs, course lengths and individual circumstances. All payment requirements, dates due and amount of payments, contracted school cost and extended tuition cost will be outlined in the student's individual contract. Method of payment may include cash, credit card, money order, check, Title IV, (Pell, SEOG), authorization for payment (DOR, WIA, Tribal, etc). **Failure to make scheduled payments or satisfy tuition account will result in student not being able to attend classes until payment is made.**

EXTRA INSTRUCTION CHARGES

Students are expected to complete their training within the time allowed as specified in their individual contract. If a student exceeds the time frame outlined in the contract, an extra instruction charge will be made for the balance of the hours required for the completion of course. An addendum to the enrollment contract will reflect the hours to complete at the rate of $9.00 per hour. Documented absences such as medical excuses, death, birth and illness of student or family are considered excused absences; therefore, no extra tuition will be assessed with regards to these absences. Extra tuition will be assessed upon contract end date, students owing extra tuition will be required to sign contract addendum and make monthly payments to avoid collection.

STUDENTS TUITION RECOVERY FUND

The State of California established the Student Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Suite 225, Sacramento, Ca 95834, (916)431-6959 or (888) 370-7589.

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) year period unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number. Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

STUDENT'S RIGHT TO CANCEL AND REFUND POLICY

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session **(first day of classes)**, or the seventh day after enrollment **(seven days from date when enrollment agreement was signed)**, whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

Refund Policy: After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more then 60 percent of the enrollment period in the entire course has elapsed **(including absences),** there will be no refund to the student. 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. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

A registration fee of $ 100.00 **is a non- refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

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

- The date you notified the **Financial Aid Office** of your intent to withdraw. Only the financial office would be authorized to accept a notification of your intent to withdraw.
- The date the school terminates your enrollment due to academic failure or violation of its rules and policies stated in the catalog.
- The date you fail to attend classes for a period of 14 calendar days and fail to inform the school that you are not withdrawing.
- The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of determination of withdrawal will be the scheduled date of return from LOA.

Return of Title IV: Special note to students receiving Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample

Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Refunds: If any refunds are due based on the Return of Title IV calculation **or** based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is:

- Pell Grant
- SEOG

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

School Closure: If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall provide a full refund of all money paid.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Fredrick and Charles Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earned in your specific course of study is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Fredrick and Charles Beauty College to determine if your diploma will transfer.

RECORD RETENTION

Fredrick and Charles Beauty College maintains current records for a period of not less than six (6) years and student transcripts (Proof of Training) permanently at its principal place of business, 831 F Street, Eureka, CA 95501.

DISCLOSURE OF EDUCATION RECORDS

All students and parents or guardians of dependent minors, have the right to inspect, review and challenge information contained in their education records. Education records are defined as files; materials and documents, which contain information directly, related to the student and are maintained by the institution. Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions, or governmental agencies so authorized by law. Students are not entitled to inspect the financial records of their parents. A school official must be in the office at all times during the examination of the student files. This institution does not release directory information.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Fredrick and Charles Beauty College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to who the request was submitted, the official shall advise the student of their correct official to who the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
   A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.
   If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials and to its accrediting agency with legitimate educational interests. A school official is a person employed by Fredrick and Charles Beauty College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also my include a volunteer or contractor outside of Fredrick and Charles Beauty College who performs an institutional service of function for which the school would otherwise use its own employee and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or his tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Fredrick and Charles Beauty College. Also, the school provides access to student and other school records to its accrediting agency.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Fredrick and Charles Beauty College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

DRESS CODE

Fredrick and Charles Beauty College dress code requires students to wear black scrub pants and black scrub shirts. If student wears a shirt under scrub top it must be black or white. Students must be in uniform when they clock in for school; Students must wear uniform at all times. Students are responsible to purchase their own uniforms prior to orientation. **Uniforms can be purchased at Picky, Picky, Picky, or Walmart Eureka, CA.** Students must bring uniform to orientation so the Fredrick and Charles Beauty College logo can be applied. Students dress and appearance must be clean and look professional at all times. No other colors /prints on scrubs are allowed.

RECEPTION DESK POLICY

1. Only authorized students are to be at the reception desk. Loitering will not be allowed.
2. Changes on the appointment book are to be made only by receptionist or instructors.
3. Students will not be called to a business phone for personal calls unless of an emergency nature.
4. Students must accept all appointments assigned to them graciously.

STUDENT RULES AND REGULATIONS

1. Clocking in must be done in uniform.
2. All students must be aware of their personal hygiene. Remember you are entering the beauty industry.
3. Uniform pockets must not be used to carry implements or supplies.
4. Morning and afternoon classes commence at 8:30 a.m. and 4:00 p.m. You are expected to be in class on time.
5. Student arriving after 8:30 a.m. are tardy and will not be allowed to clock in without a documented excuse.
6. Students are not allowed to talk or be disruptive in class. If you have questions, please raise your hand.
7. All timecards are to be completed and signed daily.
8. You may not leave the building outside the scheduled lunchtime without permission. Lunch schedules are as follows: 12:15p.m. To 12:45 p.m. If you require a later lunch, you must let the receptionist know. Students not taking lunch must have ticket signed by instructor.
9. Freshman students are not allowed to work on any paid service during their freshman training. Students must have completed a minimum of 150 hours barbering, 160 hours cosmetology, 40 hours manicuring, 60 hours esthetics, and pass freshman examination to work on clinic floor.
10. No students will be credited course completion until all clock hours, class hours and operations have been completed as required by State Board.
11. Students should show tact and courtesy to patrons, instructors, management, and other students at all times.
12. Students must take all appointments and patrons assigned to them and will not make changes on appointment books. Treat your customer as a welcome guest. Smile when you greet them and see that they come back to you again. Always remember, without these customers, you would get limited practical experience and much higher tuition costs.
13. Students must at all times, conduct themselves in a professional manner.
14. Only hours spent in applied effort can be given credit; therefore, students must be occupied at all times with theory or practical work.

15. Personal visitors are discouraged. All visitors are to stop at the reception desk and the student will be paged to that area. Please limit your conversation to minimum amount of time. Do not invite your guest to the locker room, classroom, or floor area.
16. Eating is to be confined to the student lounge. Smoking is permitted outside only.
17. All services are to be checked and signed by an instructor when they are complete. Do not hesitate to call an instructor at any time.
18. All students' personal services must be pre-authorized by floor instructor and receptionist and paid for before started.
19. Each student is expected to clean up his/her work area after every service is performed. Your station, chair and immediate floor area is your responsibility. Your work area is to be clean and sanitary at all times. You must also complete your assigned clean up duty each evening.
20. Do not leave a class that is in session unless you are excused.
21. Only calls of an emergency nature will be made or received by student on business phone.
22. Any student found under the influence of, in possession of either alcohol or drugs will be expelled immediately.
23. Cell phones are allowed in theory only for class participation, not for texting or personal use. While on the clinic floor cell phone must be turned on vibrate and may not be answered while servicing clients.
24. Computers in laboratory may only be utilized for school related activities. Students must abide by all copyright laws. Those who do not comply will lose their computer privileges.
25. For your protection be careful where you leave your equipment and personal belongings. Keep your locker locked. Any student found stealing would be expelled immediately. Please mark your equipment.
26. The school is not responsible for loss or damage of any personal belongings or equipment.
27. If there is some personal problem or training misunderstanding, please do not hesitate to come to the office.
28. Any student not complying with the above rules, which are necessary to maintain discipline, will be subject to receiving a suspension.
29. Students are required to enter college through front entrance, due to campus security policy rear exits will remain locked at all times.

STUDENT COMPLAINT POLICY

Students seeking to resolve problems or complaints should prepare their complaint in written form and submit to Jeanie Scott, Administrator.

All Student complaints are researched, and a determination is made. Upon determination, if necessary appropriate changes are made, documented and student is notified of outcome.

Students who have any complaints, questions, or problems which they cannot work out with the school, they may write or call the Bureau for Private Postsecondary Education at the address or phone number provided on page 3 of this catalog.

DRUG AND ALCOHOL ABUSE POLICY STATEMENT

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 85, Subpart F, this institution is committed to maintaining a drug-free workplace and 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. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited.

Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state, and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, or termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.636 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of 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

The report must be made within 10 days after the conviction. In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties, which include the loss of eligibility for federal financial aid, fines imprisonment and the seizure of drug, related assets. Drug awareness programs, counseling treatment, rehabilitation, and other related services and available on an ongoing basis to students and employees through the following sources:

Al-Anon Family Groups..... 443-1419
Alcohol & Drug Care Services..... 445-1369
Alcoholics' Anonymous.....442-0711
Crossroads..... 445-0869
Humboldt County of Alcohol & Drug Programs..... 476-4054
Humboldt Recovery Center.....443-0514
Singing Trees Recovery Center..... 247-3495
United Indian Health Services..... 825-5060
Yuki Trails Substance Abuse Program..... 983-6648

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact one of these organizations.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

This institutional policy and procedures are evaluated by the institutional administrators to determine their efficiency and need for updates. As needed, data is updated biannually and provided to prospective and current students via the institutional catalog. Employees are given a hard copy when policy is updated.

COPYRIGHT INFRINGEMENT

Is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code) These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff, member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privileged use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated, or the student maybe be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of procedures in place to prevent any violation of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violation reported and disciplinary actions taken.

VOTER REGISTRATION / CONSTITUTION DAY

Students of Fredrick and Charles Beauty College are encouraged to register to vote. In an effort to assists students with this process registration forms can be accessed and downloaded from the internet at **https://www.sos.ca.gov/nvrc/fedform/**
Also as part of Constitution day (September 17), instructional staff of Fredrick and Charles Beauty College annually devotes a theory class to the U.S. Constitution. This class is provided on September 17, assuming that day falls on a scheduled school day. Otherwise, it is provided on closest day students are scheduled to be in attendance.

BANKRUPTCY DISCLOSURE

This institution does **not** have a pending petition in bankruptcy, is **not** operating as a debtor in possession, has **not** filed a petition within the preceding five years or has **not** 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.).

HOUSING DISCLOSURE

This institution does not have dormitory facilities under its control and has no responsibility to find or assist students in finding housing as our programs are non-residential. Students are responsible to find their own housing while attending classes at Fredrick and Charles Beauty College. Located in the Eureka area and neighboring cities there seem to be adequate availability of apartments and townhouse for rent ranging from approximately $800.00 to $1200.00 per month.

GENERAL FINANCIAL AID INFORMATION FORWARD

This information has been prepared to supplement the "The Student Guide" handbook published by the United States Department of Education to help students and parents understand the financial aid process at this institution. We hope it will answer your questions and will make the financial aid process easier for you. Information on financial aid programs, how to secure them, how to apply, and student's rights and responsibilities as a recipient are also included in the following information. This information has been prepared in compliance with Title IV, Section 484(A) of the Higher Education Amendments of L980 to provide student consumers with information about financial aid. Other necessary information can be found prior to this information in this catalog.

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 student's identity, 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 PHILOSOPHY

This institution believes that the talents, hopes, and ambitions of all people are among our nation's most valued possessions. With this thought in mind, this institution continues to promote grant opportunities of qualified, deserving students who must find funds to attend college. The fundamental purpose of this institution financial aid programs is, therefore, to make it possible for students, who would normally be deprived of a college education because of inadequate funds to attend college. The following principles have been adopted for our financial aid programs.

PRINCIPLES

(1) This institution will work with schools, community groups and other educational institutions in support of the national goal of equality of educational opportunities.
(2) Expected family contribution toward the student's cost of education. This institution expects parents to contribute financially, according to their means. We consider their incomes, assets, number of dependents, and other relevant information. Students are also expected to contribute from their own earnings and assets, including borrowing against future earnings.
(3) Financial aid will be offered after determining whether the family's resources are insufficient enough to meet the student's educational expenses. The amount of aid offered will not exceed the amount needed to meet the difference between the student's total educational expenses and the family's resources.
(4) In awarding funds to eligible students, the amount and the type of self-help will be related to the circumstances of the individual and the largest amount of grant assistance will be offered to students with the least ability to pay.

FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces out of pocket costs that students 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. Grants do not have to be repaid. 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 cost and the cost of education at this institution.

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 Pell Grant or SEOG at any school.
*not be in default on a NDSL or GSL at any school.
*have financial need.
*be making satisfactory progress as defined by the school's policy and course of study
*be registered for selective service
*have signed a statement of educational purpose
*have signed an anti-drug certification
*have signed a statement of updated information.

AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA

This institution emphasizes the SELF-HELP CONCEPT of student financial assistance.
The SELF-HELP CONCEPT is on a first-come, first-served basis when awarding eligible applicants.
The SELF-HELP CONCEPT list types of financial assistance in the following order:

1. Family contribution
2. Other resources
3. Pell Grant
4. Self help

DETERMINING NEED

The Uniform Methodology (UM) formulas, is approved by the U.S. Department of Education. This school uses it to compute the ability of the student, and/or family, to contribute to the cost of the student's training.

Each year certain aspects of UM are adjusted. This accounts for both actual inflation in the previous year and projects inflation for the next analysis year. The yearly Customer Price Index (CPI) analysis determines inflation rates.

Revisions in FICA, federal, state, and local taxes reflect changes in the law and recently available IRS data.

The Pell Grant uses the (EFC) number on the Student Aid Report (SAR) to determine eligibility for the Family Contribution (FC) number obtained. This determines the student's (or family's) ability to contribute to the Cost of Attendance (COA).

The FC bases need on information furnished in the Application for Federal Student Aid (FAFSA). The FC number produced is for nine months for Dependent students, and twelve months for Independent students. In application, the FC number is pro-rated to the length of the defined Academic Year.

NEED ANALYSIS SYSTEM

The approved need analysis systems used by this Institution in determining the student's family contributions are:

R. Gonzalez Management Inc.

INTEGRATED VERIFICATION PROCESS

INTRODUCTION
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 and make them available to all applicants for financial aid. It is also available to prospective students upon request. Procedures are a part of the Admission and Counseling process.

To follow regulations and achieve consistency governing this process, the following verification policy applies to all applicants for Title IV programs. Under the regulations, the school will not disburse Pell until completion of verification.

INSTITUTIONAL VERIFICATION POLICY AND PROCEDURES

What is verification?
The verification process is a process where the institution will require the student/spouse/parent to provide documentation to support the data reported on the FAFSA and printed on the SAR/ISIR. It is anticipated that about 30% of the students will be selected for verification by the United States Department of Education (USDE) via its contractor (CPS) or by the institution's Financial aid Office.

How do I know that my application has been selected?
The verification flag will have a value of "Y," and next to the EFC will be an asterisk referring to a comment in the student section of the SAR that tells applicants they will be asked by their school to provide documentation.

For 2019-2020, verification tracking flags will place the student in one of five verification tracking groups, which will be explained later.

The institution must verify any information in which there is a reason to believe it is incorrect on any application. Students with these applications are considered to be selected for verification by your school even though you may not be verifying the same data as for CPS-selected applications.

The institution, at its discretion, may require a student to verify any FAFSA information and to provide any reasonable documentation in accordance with consistently applied school policies.

Regardless whether the application was selected by CPS or by the institution, all other verification requirements, such as deadlines and allowable tolerances and interim disbursement rules, apply equally to all students who are being verified.

What Items need to be verified?
Once the student is placed in a group, each group contains different items that need to be verified.

Verification tracking groups

Students who are selected for verification will be placed in one of the five following groups, V1, V4, V5, V6 the group determines which FAFSA information must be verified for the student. The data to be verified would correspond to the data reported by the student, the student spouse and, or, if applicable, the parent whose data was also included in the FAFSA.

Verification tracking groups

The data to be reviewed will correspond to the data required in each of the following groups:

V1 **Standard Verification Group**. Tracking flag V1
V4 **Custom Verification Group**. Tracking flag V4.
V5 **Aggregate Verification Group**. Tracking flag V5.
V6 **Untaxed Income.** Tracking flag V6

Items to verify per group assigned

Items to verify	**2019/2020 Tracking Groups**			
Tax Filers:	**V1**	**V4**	**V5**	**V6**
Adjusted gross income	**X**		X	**X**
U.S. income tax paid	**X**		X	**X**
Untaxed portions of IRA distributions	**X**		X	**X**
Untaxed portions of pensions	**X**		X	**X**
IRA deductions and payments	**X**		X	**X**
Tax-exempt interest income	**X**		X	**X**
Education credits	**X**		X	**X**
Number of household members	**X**		X	**X**
Number in college	**X**		X	**X**
Supplemental Nutrition Assistance Program (SNAP) benefits	**X**	X	**X**	**X**
Child support paid	**X**	**X**	**X**	**X**
Non-Tax filers	**V1**	V4	V5	**V6**
Income earned from work	**X**		X	**X**
High school completion status		X	X	
Identity/Statement of Educational Purpose		X	X	
Payments to tax-deferred pension and saving				**X**
Child support received				**X**
Housing, food and other living allowances				X
Veterans non-education benefits				**X**
Money received or paid on applicants' behalf				**X**
Other untaxed income				**X**
Certification and Signature	**X**	**X**	**X**	**X**

Who can be excluded from the verification process?

- **Death of the student.**
- **Not an aid recipient**.
- **The applicant is <u>eligible</u> to receive <u>only</u> unsubsidized student financial assistance**
- **Applicant verified by another school.** The student provides documentation that he/she completed the verification process for the current award year at another school before transferring.

The FAFSA data must be the same as it was at the previous school, and you must get a letter from that school stating that it verified the application and has provided the transaction number of the pertinent valid ISIR.

Post enrollment

The student was selected for verification after ceasing to be enrolled at your school and all (including late) disbursements were made.

Unless the FAO has a reason to believe it is inaccurate, you do not have to document the reported FAFSA information of the parents of a dependent student if any of the following apply:

- Both parents are mentally incapacitated.
- They are residing in a country other than the United States and cannot be contacted by normal means.
- They cannot be located because the student does not have and cannot get their contact information.

Unless the FAO has a reason to believe it is inaccurate, you do not have to document the reported FAFSA information of the spouse of an independent student if any of the following apply:

- The spouse has died.
- He/she is mentally incapacitated.
- He/she is residing in a country other than the United States and cannot **be contacted by normal means.**
- The spouse cannot be located because the student does not have and cannot get the spouses' contact information.

What documentation is needed?

Documenting Family income and tax paid

The Department encourages students and parents to use of the FAFSA/IRS Data retrieval Tool (IRS DRT). For the retrieved data to be acceptable documentation of tax data, it is necessary that neither students nor parents change the data after it is transferred from the IRS—if the data was changed or if your FAO has a reason to believe the data transferred is incorrect, the student will need to provide other documentation as explained below. The IRS request field(s) on the ISIR will have a value of "02" when the data is unchanged.

If students cannot or will not use IRS Data Retrieval, either at initial FAFSA filing or though the FOTW correction process, 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.

Under the following conditions the IRS Data Retrieval is **not** available in FOTW (all apply to both students and parents unless otherwise noted):

- The person did not indicate on the FAFSA that the tax return has been completed.
- The marriage date is January 2018 or later.
- The first three digits of the SSN are 666.
- The tax return was amended.
- The person filed a Puerto Rican or foreign tax return.
- The person is married and filed the tax return either as head of household or married but filing a separate return.
- Neither married parent entered a valid SSN.
- A non-married parent or both married parents entered all zeroes for the SSN.

Tax filing extension

For students and parents who have been granted a tax filing extension, need to present a copy of IRS Form 4868, *Application for Automatic Extension of Time to File U.S. Individual Income Tax Return.* Must also provide a copy of all their W-2 forms or, if they are self-employed, a signed statement with the amount of their AGI and their U.S. income taxes paid.

You may be requested to use the DRT or submit to your school a tax transcript after the return has been filed. If you do that, you must re-verify the income information.

Non-Tax filers

For non-tax filers you must receive a W-2 form for each source of employment income. You must also get a signed statement providing the sources and amounts of the person's income earned from work not on W-2s and certifying that the person has not filed and is not required to file a tax return. Provide a letter of non-tax filing from the IRS.

Residents of Pacific Islands

For residents of the Freely Associated States (the Republic of the Marshall Islands, the Republic of Palau, or the Federated States of Micronesia), a copy of the wage and tax statement from each employer and a signed statement identifying all of the person's income and taxes for the year is acceptable.

Persons from a foreign country not required to file a tax form

Persons from a foreign country who are not required to file a tax return can provide the signed statement certifying their income and taxes paid.

Missing W-2 forms

If a person who is required to provide a W-2 form can't do it timely, you may be permitted to submit a signed statement with the amount of the income earned from work, the source of that income, and the reason the W-2 form is not available in time.

Persons filing foreign taxes

When a person filed a non-U.S. tax return, obtaining an IRS tax return transcript is not possible. In those cases, you may accept instead of the transcript a copy of the tax return, which must be signed by the filer or one of the filers of a joint return, and you must document the circumstances.
Use the income and tax information that most closely corresponds to the information on the IRS tax return and convert monetary amounts into U.S. dollars as appropriate.

Electronic signatures

On the few occasions that a tax return was used to complete verification, your school can accept an electronic copy of the return that has been electronically signed provided your school's process for accepting such signatures complies with the Electronic Signatures in Global and National Commerce (ESIGN) Act. **But a signature on Form 8879, the IRS e-file Signature Authorization, is not an acceptable substitute for a signature on the tax return.**

Tax Preparers

For persons who have a tax professional prepare their return, instead of a copy of the return with the filer's signature, your FAO may accept one that has the name and Preparer Tax Identification Number (PTIN) of the preparer or has his SSN or EIN and has been signed, stamped, typed, or printed with his name and address. Note that the IRS requires paid preparers to have a PTIN.

When a tax return transcript is unavailable

When the tax filer requests an IRS tax return transcript and is unsuccessful, they can use a signed copy of the 2017 tax return (Form 1040, 1040A, or 1040EZ) for verification. They must also provide your school with one of the following:

- if they tried to get the transcript using the paper Form 4506-T or 4506T-EZ, a copy of the response (which they must sign) mailed to them informing them that the IRS could not provide the transcript; or
- if they tried to get the transcript using the Internet, a signed copy of a screen print from the official IRS webpage showing a message that the transcript request was unsuccessful.

Because the IRS does not send written confirmation of the failure of a transcript request using the telephone, there is no documentation alternative for that method. Affected tax filers **must** request a tax return transcript using either the online or paper method and, if unsuccessful, provide your school with the above noted documentation.

In addition to the documentation already specified, the tax filer must also provide your school with a completed and signed IRS Form 4506-T or 4506T-EZ that includes on line 5 the name, address, and telephone number of your school as the third party to whom the IRS is to mail the tax return transcript.

If your school has no reasonable doubt about the accuracy of the information on the copy of the tax return, your school should proceed with verification and simply place the 4506 form in the student's file rather than sending it to the IRS.

However, if your school has a reason to believe that the information on the tax return may not be accurate, **your school must**, before verification can be completed, send the Form 4506-T or 4506T-EZ to the IRS and wait for the return of the transcript or confirmation from the IRS that a transcript is not available for that tax filer. See the 11/2/12 electronic announcement for more information

Requesting a tax transcript

There are a few ways to request a tax transcript: online at www.irs.gov, by calling 1-800-908-9946, or by mailing or faxing the paper Form 4506T-EZ, which can be printed out from the IRS website on www.ifap.ed.gov for specific instructions.

Filing an amended return

Students or parents who file an amended return cannot use the IRS DRT, and if they amend the return after using the DRT to fill out the FAFSA, the FAO cannot rely on that data. Instead, you will need to use information from these documents to complete verification:

1. a signed copy of the IRS Form 1040X that was filed **and**
2. a signed copy of the original tax return that was filed, a tax return transcript (which does not have to be signed), or any IRS transcript (such as a return transcript for taxpayer or RTFTP) that includes all the income and tax information required to be verified: AGI, income tax paid, education credits, etc.

Household size

To document the household size, the student needs to provide a signed statement and, if dependent, at least one parent that gives the name, age, and relationship to the student of each person in the household. You do not have to verify household size in the following situations:

- For a dependent student, the household size reported is **three** for married parents or **two** for a single, divorced, separated, or widowed parent.
- For an independent student, the household size reported is two if he is married or one if he is single, divorced, separated, or widowed.

Number in college

You can document this item with a statement signed by the student (and, if e is dependent, at least one parent) that gives the name and age of each person in the household who is enrolled at least half time in an eligible college (excluding, of course, the parents of dependent students). The statement must also give the name of each college, and it can be written to document household size as well. Completion of the Department's verification suggested text can satisfy both items.

If your school has a reason to doubt the enrollment information reported, your school must obtain from each school a statement that the named person will attend there on at least a half-time basis. Your school would not have to get such a statement if the person has not yet registered, is attending less than half time, or will be attending your school.

If your school has a reason to doubt whether a reported school is Title IV-eligible, your school must insure it is, such as by checking to see if it has a federal school code.

SNAP benefits (food stamps)

If the ISIR shows that someone in the parents' or student's household received SNAP benefits in 2017 or 2018, the student must provide a signed statement indicating receipt of the benefit. If your school has a reason to doubt the receipt of SNAP benefits, your school may require the student to show documentation from the agency that supplied the benefit or alternative documentation you find sufficient.

Child support paid

If the ISIR shows that the student or parent paid child support in 2017, the student must provide a statement signed by him/her or, if he/she is a dependent, either parent and giving the annual amount of the support, the names of those who paid it and whom it was paid to, and the name(s) of the child(ren) for whom it was paid. If your school believes the information in the signed statement is inaccurate, the student must provide documentation such as a copy of the separation agreement or divorce decree that shows the amount of child support to be provided, a statement from the person receiving the child support showing the amount provided, or copies of the child support checks or money order receipts.

If the student reports on verification and documents that the spouse, or a parent paid child support but did not report that on his/her FAFSA, you must resolve the conflict. However, if the student was eligible for an automatic zero EFC, the child support paid question would not have been presented on FAFSA on the Web; as long as the student is still eligible for an auto zero EFC, there is no need to correct the child support field on the application.

High school completion

Students must provide one of the following documents that indicate their high school completion status at the beginning of the 2019–2020 year:

- A copy of a high school diploma.
- A copy of a final, official high school transcript that shows the date when the diploma was awarded.
- A copy of a General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable **for full credit toward a bachelor's degree**.
- A copy of a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent) if state law requires homeschooled students to obtain that credential.
- A transcript or the equivalent, signed by the parent or guardian of a homeschooled student that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

Students who are unable to get one of the documents listed above must contact the financial aid office.

Identity and statement of educational purpose

Students should appear in person at the school and present valid, government-issued photo identification (ID) such as a passport or a driver's license or other state-issued ID.

- Your school must maintain an annotated copy of that ID that includes the date it was received and the name of the person your school authorized to receive it.
- Students must also sign a statement of educational purpose that certifies who they are and that the federal student aid they may receive will only be used for educational purposes and for the cost of attending the school for the 2019–2020 year.
- A student who is unable to appear at the school must sign and submit the statement of educational purpose, and he must submit a copy of his ID with the statement signed by a notary public confirming that the student appeared before her and presented the ID confirming his identity

Updating Information

Generally, a student cannot update information that was correct as of the date the application was signed. After the FAFSA is signed, only certain items can be updated under the conditions given below.

1. All applicants whose dependency status changes must update that status and the associated FAFSA information throughout the award year except when the update is caused by a change in the student's marital status.
2. All applicants selected by the Department or a school for verification of household size or number in college must update those numbers to be correct as of the date of verification **unless** the update is due to a change in the student's marital status. At your schools' discretion your school may update under either 1 or 2 even when the update is due to a change in the student's marital status if you deem it necessary to address an inequity or to reflect more accurately the applicant's ability to pay.

Verification forms, documentation

Be sure that the institutional verification document is signed, that all required sections are completed, and that the relevant tax or alternative documents are attached.

Timing of signatures

Any required signatures, such as signatures on worksheets or on copies of tax returns, **must be collected at the time of verification—they cannot be collected after the verification deadline for that award year.**

Interim Disbursements

If the student is selected for verification on the original ISIR, Interim disbursements **ARE NOT** allowed prior to the completion of the verification process.

How to submit corrections and updates

- Corrections and updates can be submitted by the student on the SAR or the Web or by the school using FAA Access to CPS Online or the Electronic Data Exchange (EDE).
- Using FAFSA on the Web (FOTW)
- Any student who has a PIN—regardless of how he originally applied— may correct any of his own data by using FAFSA on the Web at **www.fafsa.gov**. If dependent students need to change parental data, a parent must either sign electronically with her own PIN or print out and sign a signature page.

Deadlines and failure to submit documentation
Students selected for verification—whether by your school or by the Department—need to submit the documentation by the 60th day after student's last day of recorded attendance or by the Department's deadline.

EFC changes and changes on Title IV awards
Students making changes to their data as a result of the verification process that resulted in a change to the EFC or a change to the Title IV awards would be notified by the school via a revised award letter. The method used by the institution to deliver the first award letter will be used for subsequent notifications.

Failure to submit documentation
From the time the student is selected for verification By the Department or by the school, the student that fails to complete the verification process will lose his/her eligibility for Title IV funds. If the student received aid prior to being selected, that aid remains as an eligible disbursement. Once selected on a subsequent ISIR, all future disbursements will depend in the completion of the verification process.

Referring students to the Office of Inspector General (OIG)
The institution has an obligation to refer certain cases where the institution believed that intentional fraud seems to have taken place to the Office of the Inspector General (OIG). Those cases would be followed up by OIG as appropriate.

THE U.S. DEPARTMENT OF EDUCATION
STUDENT FINANCIAL AID PROGRAMS OFFERED AT THIS INSTITUTION

Pell Grants
SEOG

This information includes application procedures, deadlines, amounts, disbursement procedures and rights and obligations for each program.

Additional assistance is provided by the financial aid personnel located in the administrative office of the school.

The financial aid office maintains regular business hours schedule.

STUDENT RIGHTS AND RESPONSIBILITIES

The student has the right to ask the school:

*The name of its accrediting and licensing organizations.

*About its programs: its instructional, laboratory, and other physical facilities; and its faculty.

*What the cost of attending is and what its policy is 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 applications for each available financial aid program.

*How it selects financial aid recipients.

*How it determines your financial need.

*How much of your financial need as determined by the school has been met.

*How and when you will be paid

*To explain each type and amount of assistance in your financial aid package.

*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 responsibility to:

*Review and consider all the information about the school program before you enroll.

*Pay special attention to your application for student financial aid, and 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 your application.

*Notify your school of any information that has changed since you applied.

*Read, understand, and keep copies of all forms you are asked to sign.

*request an exit interview at the time you are leaving the school to determine the net balance of your account with the school.

*Notify your school of a change in your name, address, phone number, or attendance status.

*Understand your schools 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 for are advanced to you or credited to your school account.

DEFINITIONS AND POLICIES

ACADEMIC YEAR:

900 clock hours of instruction = 26 weeks

AWARD YEAR:
2019-2020

ACCESS FOR HANDICAPPED STUDENTS:
This school is not equipped to assist handicapped students.

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 (Align Registration Receipt card)

Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations:
"Refugee"
"Asylum Granted"
"Indefinite Parole" and/or
"Humanitarian Parole"
"Cuban-Haitian entrant, Status Pending"
"Conditional Entrant" (valid only if issued before April 1,1980).

You are also eligible for Federal student aid if you have a suspension of deportation case pending before congress.
"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.
"I-688a", "I-688b" or "I-688c" (Amnesty applicant)

CLOCK HOUR (AS DEFINED IN THE FEDERAL REGISTER):
A 50 to 60-minute class, lecture or faculty supervised laboratory.

COST OF ATTENDANCE
The total amount it will cost a student to go to school.
This institution uses the annual budgets published by the California Student Aid Commission.
Elements included in the budget:

Tuition	$14400.00
Registration fee	100.00
Book and Equipment	2100.00
STRF	0.00

Living cost allowance: (monthly figures)

	Student at home	Student off campus
Food	$754.00	$531.00
Room and board		1145.00
Transportation	126.00	142.00
Personal/miscellaneous	396.00	444.00

DEPENDENT STUDENT

An individual that does not meet the Independent student criteria is a dependent student. This student is required to submit in his or her application student, spouse (if Applicable) and parents' income and assets data.

FAMILY CONTRIBUTION (FC)

The amount that has been calculated as family contribution to offset the student cost of attendance.

INDEPENDENT STUDENT

An individual who meets one of the following criteria:

- An individual at least 24 years old (birth date before January 1, 1996)
- Married
- Working on Master's/Doctorate Program
- On Active Duty in U.S. Armed Forces
- Veteran of the U.S. Armed Forces
- Children You Support
- Orphan or Ward of the Court
- Are/Were an Emancipated Minor
- Are/Were in Legal Guardianship
- Homeless Child or Youth
- Determined by HUD Homeless
- At Risk for Homelessness

NEED

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

PARENT(S)

For purposes of the financial aid programs, "parent" is mother and/or father or adoptive parents or legal guardian. Not foster parents.

PAYMENT PERIOD

A payment period is 450 hours = 13 weeks for a course of 900 hours or more. 450 hours is the mid-point of the pay period for courses of less than 900 hours.

PROGRAMS ELIGIBLE FOR AID AND LENGTH OF PROGRAMS

Barbering	1500 hours
Cosmetology	1600 hours
Teacher Training	600 hours
Esthetics	600 hours

FINANCIAL AID PROGRAMS

The college is approved for, and participates in, the following programs intended to defray the costs of attending for these students eligible for financial aid consideration:

Pell Grant
SEOG

APPLICATION PROCEDURES 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.

Student Questionnaire
Enrollment Agreement
FASFA - Regular form will apply to most of the students.
FASFA - Correction form is to be used only under the by direction of the financial aid officer at the school.
Statement of Educational Purpose
Anti-Drug Abuse Certification
Selective Service Registration
Understanding Aid Funds Disbursement
Verification Worksheet if selected for verification, includes documentation regarding income, assets, and family status

Forms and assistance in completing them are available at this school during school hours.

Deadline- FAFSA Applications must be received by June 30, 2020 (2019-2020 award yr.)

Renewal process - A Pell Grant award received in one award year (July 1 to June 30 of the following year) is never automatically renewed in the next award year. A student must re-apply for the Pell Grant and submit a copy of the new SAR to the financial aid office.

Disbursement - Payment via a check payable to the student or via a direct credit to the student's tuition account, at set pay period.