



SANTA ANA BEAUTY COLLEGE

INTERNATIONAL SCHOOL - EDD PROGRAM

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SCHOOL CATALOG

2019



COSMETOLOGY
BABERING
ESTHETICIAN
MANICURIST
ADV.MANICURIST
MESSAGE THERAPIST
HOLISTIC

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INTRODUCTION

Thank you for selecting Santa Ana Beauty College, furthermore known in the document as "SABC", to assist you in obtaining your desired educational aspiration. You are entering into an industry that will provide you with the opportunities for a successful future in the world of beauty, health and wellness. We offer multiple basic trainings to pass the licensing examinations including 09 programs. Our emphasis is on how to be successful educationally and occupationally. This means hard work, dedication and practice on your part. It is a pleasure to have you join us. Our goal is to help you discover your abilities to transform your life and other's lives. The degree of your success depends on the efforts you are willing to apply during the entire training course.

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education:

Address: *2535 Capitol Oaks Dr. Suite 400, Sacramento CA95833*
P.O. Box 980818, West Sacramento, CA 95798-0818

Website Address: www.bppe.ca.gov

Telephone and Fax #'s: *(888) 370-7589 or by Fax: (916) 263-1897*
(916) 431-6959 or by Fax: (916) 263-1897

The Santa Ana Beauty College welcomes all persons interested in the beauty industry. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

DIANE NGUYEN, CEO

MISSION STATEMENT

The mission of Santa Ana Beauty College (SABC) is to offer training that prepares students to acquire the knowledge and skills necessary to pass the appropriate program exams and the development and personal growth to help each student discover his/her potential and function as cosmetologist, barber and massage therapist, entrepreneurs and teachers successfully in the future.

EDUCATIONAL OBJECTIVES

Our prime vocational objective is to train and produce graduates sufficiently knowledgeable to serve in the beauty and wellness industry. The successful student should be able to function effectively in one of the many specialty areas such as: hair stylist, hair colorist, manicurist, racialists, masseuse, waxing, and make-up or as a beauty salon operator. Normal progression should move her/him to positions such as beauty salon manager, beauty salon owner, teacher and director or school owner.

Our daily training operation is under the instruction of a qualified educational director who brings almost a decade of valuable experience within the beauty industry and believes in continuing education to keep abreast of the vast changes in the industry. Our educational director brings several years of administrative experience to the program. This experience compliments their great educational and managerial talents and expertise. The resultant educational program, the teaching and training at Santa Ana Beauty College represents the spectrum of cosmetologist knowledge and experience. Our educational director presents a challenging teaching and learning environment designed to maximize student's preparation and opportunity for success in the beauty industry.

The quality of our faculty is exhibited daily in the classroom and clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all Cosmetologist, Barbering, Manicuring, Skin Care and Massage Therapy professions. Students gain skill and confidence from training on quality equipment in comfortable surroundings. The strict observance of high professional standards enhances their future opportunities for higher paying vocational employment.

STATEMENT OF OWNERSHIP

Santa Ana Beauty College is a for-profit corporation established in the state of California.

BANKRUPTCY

Santa Ana Beauty College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et. seq.).

NON-RECRUITMENT

The school does not recruit students that are already attending or have been admitted to another school offering similar programs of study.

ADMISSION POLICY

It is recommendable that all prospective students to visit Santa Ana Beauty College and meet with the admissions representative to discuss their personal goals, education and career plans. During the visit, student will have an opportunity to tour the school and get an overview of the programs, cost and duration of each program, and various options available. Student will also meet with faculty and other students and their questions will be answered by a school representative.

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study.

Admission Requirements:

1. If you're at least 17 and will need Federal Student Aid, a high school diploma or GED is required and you must:
 - Visit the school and meet with the admissions representative;
 - Provide a copy of your high school diploma, GED, or your California State Proficiency Test or its equivalent;
 - Provide valid Social Security card or Individual Taxpayer Identification Number
 - Provide driver's license or a government-issued photo identification card;

2. If you do not have a high school diploma or its equivalent, the Federal Student Aid will not be available to you. If you still like to join the program without federal assistance you must:
 - Be at least 18 years old;
 - Must have completed 10th grade education level or its equivalent as required by the Program of Board of Barbering & Cosmetology and pass a Wonderlic Ability-to-Benefit test prior to admission. These tests are administered by an independent test administrator (only applicable for non-Title IV recipients due to the elimination of the ATB option for Federal student aid eligibility effective on July 1, 2012). Federal guidelines require that a "passing" ability to benefit score be the mean. The mean is a 97 scaled score on either form 1 or form 2. The raw score of 37 on form 1 and a raw score of 34 on form 2 equate to a scaled or "passing" score of 97.
 - Visit the school and meet with the admissions representative
 - Provide a valid Social Security Card or Individual Taxpayer Identification Number. Provide driver's license or a government-issued photo identification card.

3. If you're at least 18, an immigrant to the United States, and have completed high school or its Equivalent in your country of origin, you must:
 - Have your high school transcript/diploma translated in English and evaluated by an independent agency to ensure that it is equivalent to United States high school diploma
 - Visit the school and meet with the admissions representative
 - Provide a valid Social Security card or Individual Taxpayer Identification Number
 - Provide driver's license or a government-issued photo identification card

Note: You must be at least 17 years of age to take the licensing exam. You must have a high school diploma, GED or its equivalent to receive financial aid. If the applicant is not a high school graduate, we strongly urge you to seek your G.E.D.

Santa Ana Beauty College does not enter into an articulation or transfer agreements with any other colleges or universities.

Re-entry:

If a student re-enters SABC after withdrawing officially or unofficially within 5 years, the student is required to re-enter in the same progress status as when they left the institution (with full credit for all monies paid), plus a registration fee of \$75. In the event of multiple terminations and re-enrollments, only those students within 5 years of their first termination will be honored under this policy. Students who have terminated and re-enrolled more than once will not be readmitted unless complete payment of any prior balances owed the school has been paid, unless other arrangements are made. Students, who discontinue and re-enroll after five year of their date of termination will be treated and charged the same as a transfer student, plus will be responsible for any balance still owed the school from previous enrollment(s).

TRANSFER CREDIT POLICY

Santa Ana Beauty College accepts transfer credits from accredited schools of Cosmetology in California. For those students previously enrolled in out-of-state schools, the College may accept the transfer credit based upon a review of the official transcript from an accredited institution provided those courses are part of the California's approved curriculum for that program of study. If accepted, the students may have their tuition reduced proportionately.

Students desiring to obtain transfer credit must provide an Official Proof of Training Document from a licensed California School of Cosmetology. An out-of-state transfer student must have an evaluation from the California State Board of Cosmetology granting the student the equivalent California hours. Acceptance of transfer hours is at the complete discretion of the School Director.

Appropriate credit for cosmetology courses will be granted for prior training or experience upon review and verification by college officials of its validity under the Cosmetology Act and the Program of Cosmetology Rules and Regulations. In most cases, the school will accept a maximum of 60% of a course's total hours. Occasionally, a student's acceptance by the college will depend entirely on the Program of Barbering and Cosmetology.

If SABC accepts transfer hours from another institution that are accepted toward the student's educational program, those hours are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted and evaluation periods are established. Satisfactory Academic Progress evaluation periods are based on remaining actual contracted hours at the institution. Transfer students will be assessed a registration fee of \$75 and tuition based on the number of hours needed to complete their remaining required hours multiplied by the corresponding hourly rate.

PROGRAMS OF STUDY

Santa Ana Beauty College is dedicated to providing career training in the field of professional health, beauty and wellness. Graduates of this institution will be equipped to find employment in various venues as Cosmetologist, Barbering, Holistic Practitioner, Esthetician, Massage Therapist, and Manicurist. The school accomplishes this goal by offering the following course programs:

1/Cosmetologist	1600 clock hours
*Cosmetology Transfer	300 clock hours
2/Barbering	1500 clock hours
*Barbering Transfer	200 clock hours
3/Holistic Practitioner	1000 clock hours
4/Massage Therapy	600 clock hours
5/Esthetician	600 clock hours
6/Advanced Manicurist	600 clock hours
7/Manicurist	400 clock hours

* Cosmetology Transfer is for those who already got Barbering license and want to take additional hours in required subjects to apply for Cosmetology examination

* Barbering Transfer is for those who already got Cosmetology license and want to take additional hours in required subjects to apply for Barbering examination

All the classes will be held at **Santa Ana Beauty College**, 1926 W. 17th Street, Santa Ana, CA, 92706. The school offers a classroom training experience that provides the student with a broad range of skills and a classroom environment that simulates the real workplace environment.

All courses are taught in **English**. This institution does not offer English as a Second Language (ESL) courses.

COSMETOLOGIST (1600 Clock hours)

Course Description

The curriculum for students enrolled in a cosmetologist course consists of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetologist Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Please note 505 hours are devoted to clinic/theory experience which shall include all phases of cosmetology.

Course Length

The course can be completed in 56 weeks by taking classes 30 hours a week for five days a week or completed in 80 weeks by taking 20 hours a week for five days a week.

Course Objectives

Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of cosmetology, and acquire business management techniques.

Instructional Methods

Instructional methods include: (a) theory instruction by means of lectures, workbook projects, audio-visual and other teaching aids; (b) practical demonstration by means of manikins and live models; and (c) supervised practical instruction (d) Supervised laboratory (clinic) practice upon patrons.

Sequence and Frequency of Classes

Classes are held Monday through Friday for full-time students and Monday through Thursday for part-time students. Classes start at 8:30 a.m for full-time students till 5:00 p.m. and Monday through Thursday from 4:00 pm to 9:00 pm.

Curriculum for Cosmetology Course (1600 hours):

Minimum Specified Practical Operations	Hours	Freshman First Phase (Ops.)	Senior Advanced Phase (Ops.)
Disinfection	10	1	9
Wet Hair Styling	200	20	180
Thermal Hair Styling	40	4	36
Press and curl	20	2	18
Permanent Waving	80	8	72
Chemical Straightening	25	2.5	22.5
Haircutting	80	8	72
Hair Bleaching	20	2	18
Hair Coloring	50	5	45
Scalp and Hair Treatments	20	2	18
Manual Facials	10	1	9
Electrical Facials	15	1.5	13.5
Chemicals (skin peels, masks & scrubs)	15	1.5	13.5
Make-up applications	10	1	9
Eyebrow Arching and Hair Removal	20	2	18
Water and Oil Manicures	15	1.5	13.5
Complete Pedicure	10	4	6
Liquid and Powder Brush-ones	50	5	45
Artificial Nail Tips	50	5	45
Nail Wraps and Repairs	20	2	18

Subject of Technical Instruction	Freshman First Phase (Hrs.)	Senior Advanced Phase (Hrs.)
Cosmetologist Act and the Program's Rules & Regulations	2	18
Cosmetologist Chemistry (includes chemical composition and the purpose of cosmetic, nail, hair and skin care preparation; elementary chemical make-up, chemical skin peels, physical and chemical changes of matter)	2	18
Health and Safety/Hazardous Substances (includes 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)	2	18
Theory of Electricity in Cosmetologist (includes the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment)	0.5	4.5
Disinfection and Sanitation (includes procedures to protect the health and safety of the consumer and the technician; <u>ten</u> required minimum operations all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980; disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment)	2	18
Bacteriology, anatomy, and physiology	1.5	13.5
Wet Hair Styling (includes hair analysis, shampooing, finger waving, pin curling, comb-outs)	3.5	31.5
Thermal Hair Styling (includes hair analysis, straightening, waving, curling and blower styling – A:Thermal Styling; B: Press and Curl)	3	27
Permanent Waving (includes hair analysis, chemical and heat permanent waving)	2	18
Chemical Straightening (includes hair analysis, and the use of sodium hydroxide and other base solutions)	2	18
Haircutting (includes hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting)	2	18
Hair coloring and bleaching (includes hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dry removers; does not include any credit for color rinses) A: Hair coloring; B: Bleaching	5.5	49.5
Scalp and Hair Treatments (includes hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments)	0.5	4.5
Facials: A: Manual (include cleansing, scientific manipulations, packs, and masks) B: Electrical (includes the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body and face) C: Chemicals (includes chemical skin peels, packs, masks and scrubs; emphasize that only non-living, upper most layers official 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 922 regarding skin peeling)	0.5 1 1	4.5 9 9
Eyebrow Arching and Hair Removal (includes the use of wax, tweezers, Electric or manual and depilatories for the removal of superfluous hair)	1	9
Make-up (includes skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes)	1.5	13.5

Manicure and Pedicure: A: Water and Oil Manicure, including nail analysis, and hand and arm massage. B: Complete Pedicure, including nail analysis, and foot and ankle massage. C: Artificial Nails: 1. Liquid and Powder Brush-on 2. Artificial Nail Tips 3. Nail Wraps and Repairs	0.5 0.5 2.5	4.5 4.5 22.5
Additional Training (Salon management, communications skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to the Cosmetology field)	10	90
Permanent Waving (includes hair analysis, chemical and heat permanent waving)	2	18
Chemical Straightening (includes hair analysis, and the use of sodium hydroxide and other base solutions)	2	18
Haircutting (includes hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting)	2	18
Hair coloring and bleaching (includes hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dry removers; does not include any credit for color rinses) A: Hair coloring; B: Bleaching	5.5	49.5
Scalp and Hair Treatments (includes hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments)	0.5	4.5
Facials: A: Manual (include cleansing, scientific manipulations, packs, and masks) B: Electrical (includes the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body and face) C: Chemicals (includes chemical skin peels, packs, masks and scrubs; emphasize that only 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 922 regarding skin peeling)	0.5 1 1	4.5 9 9
Eyebrow Arching and Hair Removal (includes the use of wax, tweezers, Electric or manual and depilatories for the removal of superfluous hair)	1	9
Make-up (includes skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes)	1.5	13.5
Manicure and Pedicure: A: Water and Oil Manicure, including nail analysis, and hand and arm massage. B: Complete Pedicure, including nail analysis, and foot and ankle massage. C: Artificial Nails: 1. Liquid and Powder Brush-on 2. Artificial Nail Tips 3. Nail Wraps and Repairs	0.5 0.5 2.5	4.5 4.5 22.5
Additional Training (Salon management, communications skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to the Cosmetology field)	10	90

*** Cosmetology transfer:**

For those whose want to transfer from Barbering to Cosmetology, the student will need to complete 300 total additional hours in Esthetics and 100 hours in manicuring and pedicuring to qualify for the cosmetology examination.

Textbook

Milady Standard Cosmetology Milady Standard Theory Workbook Milady Standard Exam Review

Cosmetologist Performance Objective:

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

Skills to develop:

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

Attitudes and Appreciations to Develop:

Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

Graduation Requirements

When a student has completed the required theory hours and practical operations in Cosmetologist with a GPA of .C (70%) or better for theory test grades and practical/clinic work at four times during their course of instruction which occur at 450, 900, 1250 and 1600 of the program, he or she is awarded a Certificate of Completion of his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Cosmetology Examination.

Licensing Requirements:

7321. Qualifications to Take Cosmetology Examination - *Barbering and Cosmetology Act 2018*. **CEC 94909(a)(6)**

The board shall admit to examination for a license as a cosmetologist to practice cosmetology any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

- (a) Is not less than 17 years of ages.
- (b) Has completed the 10th grade in the public schools of this state or its equivalent.
- (c) Is not subject to denial pursuant to Section 480.
- (d) Has done any of the following:
 - (1) Completed a course in cosmetology from a school approved by the board.
 - (2) Practiced cosmetology as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.
 - (3) Holds a license as a barber in this state and has completed a cosmetology Transfer course in a school approved by the board.
 - (4) Completed a barbering course in a school approved by the board and has completed a cosmetology Transfer course in a school approved by the board.
 - (5) Completed the apprenticeship program in cosmetology specified in Article 4 (commencing with Section 733

COURSE PROGRAM: ESTHETICIAN (600 Clock Hours)

Course Description

The curriculum for students enrolled in Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Cosmetician, pursuant to Section 7354 of the 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. Please note 170 hours will be devoted to clinic/theory experience, which shall include all phases of being a Cosmetician.

Course Length

The course can be completed in 20 weeks by taking classes 30 hours a week for five days a week or completed in 30 weeks by taking 20 hours a week for five days a week.

Course Objectives

Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.

Instructional Methods

Instructional methods include: (a) theory instruction by means of lectures, workbook projects, audio-visual and other teaching aids; (b) practical demonstration by means of manikins and live models; and (c) supervised practical instruction (e) Supervised laboratory (clinic) practice upon patrons.

Sequence and Frequency of Classes

Classes are held Monday through Friday for full-time and part-time students from 9:00 am to 4:00 pm.

Curriculum for Esthetician Course

Minimum Specified Practical Operations		Hours	Freshman First Phase (Ops.)	Senior Advanced Phase (Ops.)
Disinfection & Sanitation	10	125	1	9
Facial Manual	40	120	4	36
Facial Electricity	60	65	6	54
Facial Chemical	40	80	4	36
Eyebrows Arching & Hair Removal by Tweezers	10	1	1	9
Wax & Depilatories	40	2	4	36
Make-up	40	2	4	36

Subject of Technical Instruction	Freshman First Phase (Hrs.)	Senior Advanced Phase (Hrs.)
Cosmetologist Act and the Program's Rules & Regulations	1	9
Chemistry pertaining to the practices of an Esthetician (includes the chemical composition and purpose of cosmetic and skin care preparation; the elementary chemical make-up, chemical skin peels, physical, and chemical changes of matter)	1	9
Health and Safety/Hazardous Substances (includes 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)	2	18

Electricity (includes the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment)	1	9
Disinfection and Sanitation (includes procedures to protect the health and safety of the consumer and the technician; <u>ten</u> required minimum operations all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980; disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment)	1	9
Bacteriology, anatomy, physiology, and skin analysis and conditions	1.5	13.5
Facials: A: Manual (includes skin analysis, cleansing, scientific manipulations, packs and masks) B: Electrical (includes the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face) C: Chemicals (includes chemical skin peels, packs, masks and scrubs; Emphasize that only non-living, upper most 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 922 regarding skin peeling)	2 2 3	18 18 27
Eyebrow Arching and Hair Removal (includes the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair) A: Tweezers B: Wax and depilatories	2.5	22.5
Make-up (includes skin analysis, complete and corrective make-up, and the application of false eyelashes)	2	18
Preparation: training include classes in salon management, communication skills including professional ethics and client consultation, salesmanship, decorum, intake procedures, contraindications, record keeping, client service record cards and preparing a resume, employment development, pre- and post- operative care, CPR/AED, salon and spa skills	1.5	13.5

Textbook

Milady's Standard Esthetics Fundamentals Milady's Standard Theory Workbook Milady's Standard Exam Review

Esthetician Performance Objective

Acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques.

Skills to Develop

Learn the proper use of implements relative to all Esthetician services, acquire the knowledge of analyzing the skin prior to all service to determine any disorders, will learn the procedures and terminology used in performing all Esthetician services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedures of plain and electrical facials.

Attitudes and Appreciations to Develop

Be able to appreciate good workmanship common to Esthetician, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Graduation Requirements

When a student has completed the required theory hours and practical operations in Esthetician with a GPA of C (70%) or better for theory test grades and practical/clinic work at two times during their course of instruction which occur at 300 and 600 of the program, he or she is awarded a Certificate of Completion of his or her graduation.

Students are assisted in completing the necessary documents to file for the appropriate Esthetician Examination.

Licensing Requirements:

7324. Qualifications for Admittance to Take Esthetician Exam - *Barbering and Cosmetology Act 2018*. **CEC 94909(a)(6)**The board shall admit to examination for a license as an esthetician to practice skin care, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

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

COURSE PROGRAM: MANICURIST (400 Clock Hours)

Course Description

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination.

Practical operation means the actual performance by the student of a complete service on another person. Please note 40 hours are devoted to clinical/theory experience, which will include all phases of manicuring.

Course Length

The course can be completed in 14 weeks by taking classes 30 hours a week for five days a week or completed in 20 weeks by taking 20 hours a week for five days a week.

Course Objectives

Acquire knowledge of laws and rules regulating California Cosmological establishments’ practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurist.

Instructional Methods

Instructional methods include: (a) theory instruction by means of lectures, workbook projects, audio-visual and other teaching aids; (b) practical demonstration by means of manikins and live models; and (c) supervised practical instruction (d) Supervised laboratory (clinic) practice upon patrons.

Sequence and Frequency of Classes

Classes are held Monday through Friday for full-time and part-time students from 9:00 am to 5:00 pm

Curriculum for Manicurist course:

Minimum Specified Practical Operations	Hours	Freshman First Phase (Ops.)	Senior Advanced Phase (Ops.)	
Disinfection & Sanitation	10	35	1	9
Water and Oil manicures	40	40	4	36
Complete Pedicures	20	20	2	18
Acrylic: Liquid and Powder Brush on nails	80	80	8	72
Nails Tips	60	60	6	54
Nail Wraps and repairs	40	40	4	36

Subject of Technical Instruction	Freshman First Phase (Hrs.)	Senior Advanced Phase (Hrs.)
Cosmetologist Act and the Program's Rules & Regulations	1	9
Cosmetology Chemistry Related to Manicuring Practices (includes the chemical composition and purpose of nail care preparations)	1	9
Health and Safety/Hazardous Substances (includes training in chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases including HIV/AIDS and Hepatitis B)	1.5	13.5
Disinfection and Sanitation (includes procedures to protect the health and safety of the consumer and the technician; <u>ten</u> required minimum operations all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980; disinfection is emphasized throughout the entire training and must be performed before use of all instruments	2	18
Bacteriology, anatomy and physiology	1	9
Water and Oil Manicures (hand and arm massage)	1.5	13.5
Complete Pedicure (including foot and ankle massage)	1	9
Artificial Nails:	1	9
1. Acrylic: Liquid and Powder Brush-on	1	9
2. MailTips	1.5	13.5
3. Nail Wraps and Repairs		

Textbook

Milady's Standard Nail Technology

Milady's Standard Nail Technology, Theory Workbook Milady's Standard Nail Technology, Exam Review

Additional Training

Salon management and communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards; and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Manicuring field.

Manicurist Performance Objective

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

Skills to Develop

Use of proper implements related to manicure, pedicure, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in manicuring, pedicure and artificial nails.

Attitudes and Appreciations to Develop

Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and improve personality in dealing with patrons and colleagues.

Graduation Requirements

When a student has completed the required theory hours and practical operations in Manicurist with a GPA of C (70%) or better for theory test grades and practical/clinic work at two times during their course of instruction which occur at 200 and 400 of the program, he or she is awarded a Certificate of Completion of his or her graduation. Students are assisted in

completing the necessary documents to file for the appropriate Manicurist Examination.

Licensing Requirements:

7326. Qualifications for Admittance to Take Manicurist Exam - *Barbering and Cosmetology Act 2018*. CEC 94909(a) (6)

The board shall admit to examination for a license as a manicurist to practice nail care, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

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

COURSE PROGRAM: ADVANCED MANICURIST (600 clock hours)

Course Description

This course goes beyond the basics of manicuring with advanced techniques to prepare students to be salon ready. The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist and two hundred (200) clock hours of technical instruction and practical operations covering those manicurist practices that are not a part of the required training or practice of manicurist pursuant to Section 7316 of the California Board of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person.

Course Length

The course can be completed in 20 weeks by taking classes 30 hours a week for five days a week or completed in 30 weeks by taking 20 hours a week for five days a week.

Course Objectives

Acquire knowledge of laws and rules regulating California Cosmetological establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed, instruments like electric nail files, air brush, ergonomics reflexology and nail art and acquire business management techniques common to manicurist.

Instructional Methods

Instructional methods include: (a) theory instruction by means of lectures, workbook projects, audio-visual and other teaching aids; (b) practical demonstration by means of manikins and live models; and (c) supervised practical instruction (e) Supervised laboratory (clinic) practice upon patrons.

Sequence and Frequency of Classes

Classes are held Monday through Friday for full-time and part-time students from 9:00 am to 5:00 pm.

Curriculum for Advanced Manicurist Course

Minimum Specified Practical Operations	Hours	Freshman First Phase (Ops.)	Senior Advanced Phase (Ops.)	
Disinfection and Sanitation	10	55	1	9
Water and Oil manicures	40	40	4	36
Complete Pedicures	20	20	2	18
Acrylic: Liquid and Powder Brush on nails	80	80	8	72
Nails Tips	60	60	6	54
Nail Wraps and repairs	40	40	4	36
Nail Art	20	35	2	18
Electric Files Acrylic Nails	20	35	2	18
Electric Files Tip Overlay	20	35	2	18
UV Gels	20	35	2	18
Foot Massage	20	20	2	18

Subject of Technical Instruction	Freshman First Phase (Hrs.)	Senior Advanced Phase (Hrs.)
Cosmetologist Act and the Program's Rules & Regulations	1	9
Cosmetology Chemistry Related to Manicuring Practices (includes the chemical composition and purpose of preparations)	1	9
Health and Safety/Hazardous Substances (includes training in chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases including HIV/AIDS and Hepatitis B)	1.5	13.5
Disinfection and Sanitation (includes procedures to protect the health and safety of the consumer and the technician; <u>ten</u> required minimum operations all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980; disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment)	2	18
Bacteriology, anatomy, and physiology	1	9
Water and Oil Manicures (hand and arm massage)	1.5	13.5
Complete Pedicure (including foot and ankle massage)	1	9
Artificial Nails: 1. Acrylic: Liquid and Powder Brush-on 2. Nail Tips 3. Nail Wraps and Repairs	2.5	22.5
Handling the Electricity Equipment	0.5	4.5
Electric Nail Files	1	9
UV Gels	0.5	4.5
Reflexology (History, anatomy, physiology & kinesiology)	1	9

Textbook

Milady's Standard Nail Technology

Milady's Standard Nail Technology, Theory Workbook
Milady's Standard Nail Technology, Exam Review Theory & Practice of Therapeutic Massage, 5th edition

Additional training will be given in the following subject matter

Salon management, communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Manicuring field.

Skills to Develop

Use of proper implements relative to all manicuring, pedicure, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails. Acquire knowledge of electric nail files, UV Gels, ergonomics, reflexology and nail art.

Attitudes and Appreciations to Develop

Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Requirements for Satisfactory Completion of Course

Shall have satisfactorily completed theory and Operations required by Program of Barbering and Cosmetology with an average grade of C(70%) or better.

Graduation Requirements

When a student has completed the required theory hours and practical operations in Advanced Manicurist with a GPA of C(70%) or better for theory test grades and practical/clinic work at two times during their course of instruction which occur at 300 and 600 of the program, he or she is awarded a Certificate of Completion of his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Manicurist Examination.

Licensing Requirements:

7326. Qualifications for Admittance to Take Manicurist Exam - *Barbering and Cosmetology Act 2018*. CEC

94909(a)(6) The board shall admit to examination for a license as a manicurist to practice nail care, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

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

COURSE PROGRAM: HOLISTIC PRACTITIONER (1000 Clock Hours)

Course Description

The curriculum for students enrolled in the Holistic Practitioner course shall consist of one thousand (1000) clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the technician of all techniques and principles.

Course Length

The course can be completed in 34 weeks by taking classes 30 hours a week for five days a week or completed in 50 weeks by taking 20 hours a week for five days a week.

Course Objectives

Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of massage and holistic therapy, acquire the knowledge of general theory relative to massage including anatomy, physiology, nutrition, and acquire business management techniques.

Instructional methods

Instructional methods may include: (a) theory instruction by means of lectures, workbook projects, audio-visual and other teaching aids; (b) practical demonstration by means of live models; (c) supervised practical instruction (d) supervised laboratory (clinic) practice upon patrons.

Sequence and Frequency of Classes

Classes are held Monday through Friday for full-time and part-time students. Classes start at 8:30 a.m. until 5:00 pm.

Curriculum for Holistic Practitioner Program:

Minimum Specified Practical Operations	Hours	Freshman First Phase (Ops.)	Senior Advanced Phase (Ops.)
Law, Rules, Regulation, Limitation	20	2	18
Classification of Massage Movement	60	6	54
Application Massage Technique	50	5	45
Procedure Complete Body Massage	60	6	54
Face & Scalp Massage	40	4	36
Shiatsu Application	60	6	54
Introduction Athletic/Sport Massage	60	6	54
Massage Nursing & Health Care	20	2	18
Acupressure	100	10	90
Business Practices	40	4	36

Subject of Technical Instruction	Freshman First Phase (Hrs.)	Senior Advanced Phase (Hrs.)
Historic overview of massage	2	18
Disinfection and Sanitation (includes procedures to protect the health and safety of the consumer and the technician; ten required minimum operations all necessary functions for disinfecting instruments and equipment; disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment)	4	36
Law, Rules, Regulation, Limitation	3	27
Human, Anatomy, Physiology, Cell, Tissue, Term, Body system	14	126
Effects, Benefits, Indication of Massage	4	36
Classification of Massage Movement	2	18
Procedure Complete Body Massage	2	18
Application Massage Technique	2	18
Face & Scalp massage	1	9
Shiatsu Application	2	18
Hydrotherapy	2	18
Introduction Athletic/Sport Massage	1	9
Massage Nursing & Health Care	1	9
Acupressure	7	63
Business Practices	2	18

Textbooks

Theory & Practice of Therapeutic Massage, 5th edition

Theory & Practice of Therapeutic Massage, 5th edition, student's workbook Theory & Practice of Therapeutic Massage, 5th edition, exam review

Skill to Develop

Learn the proper use of implements relative to all services, acquire the knowledge of massage/holistic therapy prior to all services to determine any disorders, injuries, will learn the procedures and terminology used in performing all massage services, will learn the all basic massage techniques including Swedish, American and Shiatsu and will learn the all proper procedures of holistic therapy.

Attitudes and Appreciations to Develop

Be able to appreciate good workmanship common to the field of massage, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Graduation Requirements

When a student has completed the required theory hours and practical operations in Holistic Practitioner with a GPA of .C(70%)or better for theory test grades and practical/clinic work at two times during their course of instruction which occurat450and900oftheprogram, he or she is awarded a Certificate of Completion of his or her graduation.

Licensing Requirements:

In order to practice the art of massage in an establishment a permit/business license is required and must be secured by the local city office (police department) of which you plan on working in. Each city has certain requirements and the fees vary city to city. The school will provide you with all the surrounding city information on obtaining a permit to work in the field of massage.

COURSE PROGRAM: MASSAGE THERAPIST (600 Clock Hours)

Course Description

The curriculum for students enrolled in the massage technician course shall consist of five hundred (600) clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the massage technician of all techniques and principles. The course is designed for the student who has no prior experience in the field and who wishes to enter the industry immediately upon graduation.

Course Length

The course can be completed in 20 weeks by taking classes 30 hours a week for five days a week or completed in 30 weeks by taking 20 hours a week for five days a week.

Course Objectives

Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of massage, acquire the knowledge of general theory relative to massage including anatomy, physiology, nutrition, theory and acquire business management techniques

Instructional methods

Instructional methods may include: (a) theory instruction by means of lectures, workbook projects, audio-visual and other teaching aids; (b) practical demonstration by means of live models; (c) supervised practical instruction (d) supervised laboratory (clinic) practice upon patrons.

Sequence and Frequency of Classes

Classes are held Monday through Friday for full-time and part-time students from 9:00 am to 5:00 pm.

Curriculum for Massage Therapist Program:

Minimum Specified Practical Operations	Hours	Freshman First Phase	Senior Advanced Phase (Ops.)	
Disinfection & Sanitation	10	10	1	9
Business Practice & Salon Management	10	10	1	9
The Front, Back and Side Channels	15	15	1.5	13.5
Application of Massage Techniques	30	30	3	27
Introduction of Sports and Chair Massage	15	15	1.5	13.5
Basic of Deep Tissue Massage	15	15	1.5	13.5
CPR & First Aid Training	5	5	0.5	4.5
Introduction of Other System of Massage & Bodyworks	40	40	4	36
Basics of the Traditional Massage	15	15	1.5	13.5
Basics of the Traditional Swedish Massage	20	20	2	18
Contemporary American Techniques	15	15	1.5	13.5
Basic Shiatsu Routine & Massage Movements	50	50	5	45

Subject of Technical Instruction	Freshman First Phase (Hrs.)	Senior Advanced Phase(Hrs.)
Health and Safety/Hazardous Substances (includes 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)	2	18
Disinfection and Sanitation (includes procedures to protect the health and safety of the consumer and the technician; ten required minimum operations all necessary functions for disinfecting instruments and equipment; disinfection is emphasized throughout the entire training period and must be performed before use of all and equipment)	1.5	13.5
History, anatomy, physiology & Kinesiology	12	108
Ethics, Nutrition, Principles & Business Techniques	2	18
Application of Massage Techniques	2	18
Introduction of Other System of Massage & Bodyworks	2	18
Basic of Deep Tissue Massage	1.5	13.5
Basics of the Traditional Massage	1	9
Basics of the Traditional Swedish Massage	1.5	13.5
Contemporary American Techniques	1.5	13.5
Basic Shiatsu Routine & Massage Movements	2	18
Pathology	4	36
CPR & First Aid Training	0.5	4.5
The Front, Back and Side Channels	1	9
Introduction of Sports and Chair Massage	1.5	13.5

Textbooks

Theory & Practice of Therapeutic Massage, 5th edition

Theory & Practice of Therapeutic Massage, 5th edition, student's workbook Theory & Practice of Therapeutic Massage, 5th edition, exam review

Massage Technician Performance Objective

Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases to all phases of massage, acquire the knowledge of general theory relative to massage including anatomy, physiology, nutrition, theory and acquire business management techniques

Skills to Develop

Learn the proper use of implements relative to all services, acquire the knowledge of massage prior to all services to determine any disorders, will learn the procedures and terminology used in performing all massage services, will learn the all basic massage techniques including Swedish, American and Shiatsu and will learn the all proper procedures.

Attitudes and Appreciations to Develop

Be able to appreciate good workmanship common to the field of massage, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and improve personality in dealing with patrons and colleagues.

Graduation Requirements

When a student has completed the required theory hours and practical operations in Massage Therapist with a GPA of C(70%) or better for theory test grades and practical/clinic work at two times during their course of instruction which occur at 300 and 600 of the program, he or she is awarded a Certificate of Completion of his or her graduation.

Licensing Requirements:

In order to practice the art of massage in an establishment a permit/business license is required and must be secured by the local city office (police department) of which you plan on working in. Each city has certain requirements and the fees vary city to city. The school will provide you with all the surrounding city information on obtaining a permit to work in the field of massage.

COURSE PROGRAM: Barbering (1,500 clock hours)

Course Description

The curriculum for students enrolled in a Barbering course shall consist of fifteen hundred (1,500) actual clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Practical training shall mean the time it takes to perform a practice operation.

Course Length

The course can be completed in 50 weeks by taking classes 30 hours a week for five days a week or completed in 75 weeks by taking 20 hours a week for five days a week.

Course Objectives

Acquire knowledge of laws and rules of California Barbering establishments' practices, understand sterilization procedures, acquire the knowledge of general theory related to barbering, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to barbering.

Instructional Methods

Instructional methods include: (a) theory instruction by means of lectures, workbook projects, audio-visual and other teaching aids; (b) practical demonstration by means of manikins and live models; and (c) supervised practical instruction (d) Supervised laboratory (clinic) practice upon patrons.

Sequence and Frequency of Classes

Classes are held Monday through Friday for full-time and part-time students from 9:00 am through 5:00 pm.

Curriculum for Barbering program

Minimum Specified Practical Operations		Hours	Freshman First Phase (Ops.)	Senior Advanced Phase (Ops.)
Disinfection & Sanitation	12	21	1.2	10.8
Scalp Manipulation	20	40	2	18
Basic Facial	28	49	2.8	25.2
Shaving	40	100	4	36
Hair Styling	200	350	20	180
Hair Cutting	80	160	8	72
Hair Coloring & Bleaching	50	125	5	45
Thermal Curling	20	40	2	18
Permanent Waving	40	80	4	36
Hair Pieces	5	10	0.5	4.5
Chemical Straightening	40	80	4	36
Professional Ethic	10	30	1	9

Subject of Technical Instruction	Freshman First Phase (Hrs.)	Senior Advanced Phase (Hrs.)
<u>Laws and Regulations</u> The Barbering and cosmetology Act and the Board's rules and Regulations	2	18
<u>Health and Safety/Hazardous Substances</u> 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	4.5	40.5
<u>Disinfection & Sanitation</u> Procedures to protect health and safety of the consumer, technician and disinfection procedures for equipment used in establishments	2	18
<u>Bacteriology, Anatomy and Physiology</u>	1.5	13.5
<u>Hair Styling</u> Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling and blower styling straightening, waving, curling and blower styling	3.5	31.5
<u>Shampooing</u>	1	9
<u>Properties & Disorders of the Skin, Scalp & Hair</u>	1	9
<u>Treatment of Hair & Scalp</u>	1	9
<u>Shaving</u> Preparing client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic	6	54
<u>Facial Massage and Treatment</u>	4	36
<u>Hair Cutting</u> Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting	2	18
<u>Hair Coloring & Bleaching</u> The use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions	6	54
<u>Thermal Curling</u>	1	9

<u>Chemical Hair Relaxing</u>	1	9
<u>Hair Permanent Waving & Chemical Straightening</u> Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions	1	9
<u>Men's hair pieces</u>	1	9
<u>Professional Ethic</u>	1.5	13.5
<u>Sale Technique</u> Salesmanship, client record, decorum, basic tax information related to booth renters, independent contractors, employees and employers	1.5	13.5

***Barbering transfer:**

For those whose want to transfer from Cosmetology to Barbering, the student will need to complete 200 total additional hours in shaving preparation and performance to qualify for the barbering examination.

Textbook

Milady's Standard Professional Barbering, 6th Edition 2017 Milady's Standard Professional Barbering Theory Workbook Milady's Standard Professional Barbering Exam Review

Graduation Requirements

When a student has completed the required theory hours and practical operations in Esthetician with a GPA of —C| (70%) or better for theory test grades and practical/clinic work at four times during their course of instruction which occur at 450, 900, 1200 and 1500 of the program, he or she is awarded a Certificate of Completion of his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering Examination.

Licensing Requirements:

7321.5. Qualifications for Admittance to Take Barbering Exam - *Barbering and Cosmetology Act 2018.*

CEC 94909(a)(6)

The board shall admit to examination for a license as a barber to practice barbering, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

- (a) Is not less than 17 years of age.
- (b) Has completed the 10th grade in the public schools of this state or its equivalent.
- (c) Is not subject to denial pursuant to Section 480.
- (d) Has done any of the following:
 - (1) Completed a course in barbering from a school approved by the board.
 - (2) Completed an apprenticeship program in barbering approved by the board as conducted under the provisions of the Shelley-Maloney Apprentice Labor Standards Act of 1939, Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code.
 - (3) Practiced barbering as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in barbering from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
 - (4) Holds a license as a cosmetologist in this state and has completed a barber Transfer course in a school approved by the board.
 - (5) Completed a cosmetology course in a school approved by the board and has completed a barber Transfer course in a school approved by the board.
 - (6) Completed comparable military training as documented by submission of Verification of Military Experience and Training (V-MET) records

GENERAL FACILITY AND EQUIPMENT

Santa Ana Beauty College is located at 1926 W. 17th Street, Santa Ana, California. The school building is a spacious (7500 sq. ft.), one-story facility consists of classroom, clinic area, office supply room and dispensary, utility, offices, restrooms and lounge with many benefits for our staffs and students. Classrooms are equipped for both theory and practical classes. Desk-type chairs, work tables, styling chair, teacher's desk and chair, whiteboards, mannequins, dryers and chairs, shampoo bowls and chairs, facial area, manicure area, visual aids relative to the study indicated in the school's programs. The School Director's office and administration office is for the purpose of interviewing, counseling and business administration. A student lounge is provided for break time and lunch period. Chairs, tables, microwave oven, toaster, vending machines, and refrigerator are provided in the student lounge.

The clinic area is furnished with equipment necessary for the practical training of cosmetology. All clinic practice is under the supervision of instructors. Chairs, tables, microwave oven, toaster, vending machines, and refrigerator are provided in the student lounge.

GRADING SYSTEM

The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a C (70%) average to maintain satisfactory academic status. The following factors will be measured to determine academic progress: theory test grades and practical/clinic work. To determine whether you meet the academic requirements, the grades for theory test, practical/clinic performance is averaged together and converted to the grading system below:

90-100%	A	Excellent
80-89%	B	Good
70-79%	C	Satisfactory
60-69%	D	Unsatisfactory
Below 60%	F	Failing

GRADUATION REQUIREMENTS

In order to qualify for Graduation, student must complete the required theory hours and practical operations with a GPA (Grade Point Average) of C(70%) or better. Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area.

Successful graduates will be awarded the followings:

- ✓ A Certificate of Completion of his/her graduation
- ✓ Official Proof of Training and Transcript
- ✓ Students will be also assisted in completing the necessary documents to file for the State board Licensing Examinations.

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 than 60 percent of the enrollment period in the entire course has elapsed (**including absences**), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds.

An application fee of \$75 is a **non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student's** to be refundable through attendance at the first class session, or the seventh day after enrollment agreement was signed, whichever is later. **CEC94909(a)(8)(b)**

If you cancel the agreement, the school will refund any money that you paid, less any deduction for application 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 withdrawn from school on the earliest of:

The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid 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 for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
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 withdrawal will be the scheduled date of return from LOA.

Refunds: If any refunds are due based on the Return of Title IV calculation **and/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:

- 1.) Pell Grant
- 2.) Federal SEOG.

This order would apply in accordance to the aid programs available at the institution.

Refund Formula:

Percentage of attendance to total program:

Total hours as of last day attended _____ divided by number of hours in program _____
 = _____ % of attendance to total course.

(Use the refund table to determine what % of tuition can be retained based on the % of attendance total program time.)

Amount of tuition school can retain:

Percent of tuition school can retain _____ % X \$ _____ (total tuition)
 = \$ _____ total tuition school may retain.

Charges:

\$ _____ Tuition school may retain
 + _____ Kit and Books
 + _____ Application fee (Nonrefundable)
 \$ _____ Total due to school
 - Payments by student
 - Payments (Other)
 \$ _____ Total due the school or \$ _____ Refund due student

Example Refund Calculation

\$75.00 for registration and \$0.00 (STRF) are non-refundable and not covered by Financial Aid.

Example 1: The Cosmetology program at Santa Ana Beauty College has 1600 hours of instructional time and tuition costs \$8,000. The student withdraws from the program after attending 400 hours of instruction, but was scheduled to have completed 448 hours. The school received \$2,822 of the Pell grant and \$500 cash payment for a total amount of \$3,322.

Example 2: The Cosmetology program at Santa Ana Beauty College has 1600 hours of instructional time and tuition costs \$8,000. The student withdraws from the program after attending 200 hours of instruction, but was scheduled to have completed 230 hours. The school received \$2,822 of the Pell grant and \$500 cash payment for a total amount of \$3,322.

	Example 1 by Payment Period	Example 2 by Enrollment Period
Percentage of payment period or period of enrollment completed	Total scheduled hours as of last day attended 448 divided by total hours in period 450 = 99.6% of attendance	Total scheduled hours as of last day attended 230 divided by total hours in period 450 = 51.1% of attendance
Tuition school may retain	\$2,240	\$1,150
Kit and books	+ \$850	+ \$850
STRF	+ \$0	+ \$0
Registration fee	+ \$75	+ \$75
Amount paid including Pell	- \$ 3,322	- \$3,322
Return of Title IV	0	+\$1,442
Student responsible to pay	0	\$195
Refund due to students	\$157	0

NOTE: All Financial Aid Disbursement Dates are estimated. Contract end date is the same as graduation date Determination of withdrawal/School Contract. WITHDRAWING OR DROPPING AFTER COMPLETING/ATTEMPTING 60% OF THE COURSE WILL RESULT IN NO REFUND

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. 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.

NOTICE OF STUDENT RIGHTS

If an applicant is not accepted by Santa Ana Beauty College (SABC) for admission, all monies paid by the applicant will be refunded within thirty **(45) days** of the date of notification by SABC.

You have the right to cancel and obtain a refund of charge paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Refund policy must adhere to CEC section 94920. If you have lost your Notice of Cancellation form, please ask the school for a sample copy.

After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the enrollment agreement (contract). If you have lost your contract, ask the school for a description of the refund policy.

If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number below for information: Bureau for Private Postsecondary Education

2535 Capitol Oaks Dr. Suite 400, Sacramento CA 95833

Tel:(916)431-6959

Fax:(916)263-1897

www.bppe.ca.gov

STUDENT TUITION RECOVERY FUND (STRF)

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

Effective January 1, 2015, The Student Tuition Recovery fund (STRF) assessment rate has changed from fifty cents (\$.50) per one thousand dollars (\$1000) of institution charges to zero (\$0). Institution will no longer be collecting STRF assessments.

5, CCR 76215(a)

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

to you:

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

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

5, CCR 76215(b)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education eligible for STRF, You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment ,and suffered an economic loss as a result of any of the followings:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. 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 no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

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

STUDENT SERVICES

Academic Advising

Students are advised individually, as often as necessary (at a minimum every six weeks) to review the student’s progress and adjustments. Successful salon owners and stylists are scheduled into the school regularly to give demonstrations and discuss career goals, etc., with the students. This activity supplements the daily advising carried out by the instructors and directors. Students may request additional advising sessions at any time. Students may see the Registrar/Student Services for a specific referral to an organization for professional assistance.

Health and Safety Exemption Requirement

A health and safety exception permits the disclosure of personally identifiable information from a student’s record in case of an immediate threat to the health or safety of students or other individuals.

The school follows the provisions outlined in the regulations as follows:

The school only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

EMPLOYMENT ASSISTANCE

Professionalism, resume development, interview preparation, and job search skills are taught during the course. Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, the student's name is recorded in the student register and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. The job placement officer assists students in placements as often as needed; however, the school does not guarantee employment. Job placement office hours: Wednesdays and Thursdays from 10 a.m. to 12 noon.

BUSINESS HOURS

Applicants or students may secure school information Mondays through Fridays, 9 a.m. to 5 p.m. All information can be obtained through the school director.

CLASS SCHEDULES

Daytime classes are held Monday through Friday from 8:30 a.m. to 5:30 p.m. Evening classes are from Monday through Thursday from 4:00 p.m. to 9:00 p.m.

Orientation classes for all students are held on the first day of classes. Students are not clocked in during orientation and all new, re-enroll and transfer students must attend orientation prior to the start of all new classes. Please refer to the class schedule starting times.

START DATES OF CLASSES

All SABC programs (Cosmetologist, Barbering, Holistic Practitioner, Esthetician, Massage Therapist, Manicurist and Advanced Manicurist) begin new classes every Monday. If Monday is a holiday, the classes starts on Tuesday.

HOLIDAYS

The institution observes the following holidays in 2019: **New Year Eve** (*Tuesday 01/01/2019*), **Martin Luther King Jr.** (*Monday 01/21/19*), **President's Day** (*Monday 02/18/19*), **Memorial Day** (*Monday 05/27/18*), **Independence Day** (*Thursday 07/04/19*), **Labor Day** (*Monday 09/02/2019*), **Columbus Day** (*Monday 10/14/2019*), **Veteran Day** (*Monday 11/01/2019*), **Thanksgiving and the day after Thanksgiving** (*Thursday 11/28/19 and Friday 11/29/19*), **Christmas Holidays** (*Friday 12/20/19 to Tuesday 12/31/2019*).

NON-DISCRIMINATION POLICY

In compliance with federal, state, and local government requirement, Santa Ana Beauty College does not discriminate on the basis of race, color, religion, sex, disability, financial status, age, ethnic origin or area origin or residence in its admissions, instruction, or graduation policies.

Santa Ana Beauty College follows the requirements established by the Americans with Disabilities Act. Santa Ana Beauty College does not discriminate against individuals with a disability. Qualified Individuals with a disability may request a reasonable accommodation to allow full participation in academic or student activities, including applications for admission and financial aid. Qualified individuals with a disability who need a reasonable accommodation should use the institution's Disability Accommodation Request Form to submit the request. The form must be submitted to the institution's Disability Compliance Coordinator. Institutional faculty or staff who become aware that a student is disabled and wants a reasonable accommodation must direct the student to speak with the institution's Disability Compliance Coordinator.

The institution's Disability Compliance Coordinator will be the single point of contact for students requesting reasonable accommodations. The Disability Compliance Coordinator is listed below with his contact information. This information may be updated via an addendum to this Catalog or via campus-wide communication.

Vicky Nguyen

Tel: (714)835-0278

Email:sabcusa@yahoo.com

When a student is referred to the Disability Compliance Coordinator, the Coordinator will schedule a time to speak with the student to explain this policy. If the student asks for a reasonable accommodation, he or she will be directed to complete the Disability Accommodation Request Form. Once the Disability Compliance Coordinator receives the completed form, it will be reviewed. The student may be required to provide additional information, including information from a licensed medical provider substantiating the disability and the requested accommodation. The Disability Compliance Coordinator will coordinate the interactive process with the student to determine what reasonable accommodation is necessary to allow the student to fully participate.

If a student disagrees with or is not satisfied with the proposed reasonable accommodation, the student may appeal the decision using the institution's Grievance Policy.

STUDENT RECORDS POLICY

Student records are kept for a period of 5 years after the student either drops from the program or completes the training program. Student transcripts are maintained indefinitely and kept permanently. Students who need a transcript of their training may contact the school office. The school has a right to issue only a transcript reflecting the total hours paid for by the student if the student has an unpaid balance for instruction provided to the student.

According to the Family Education Rights and Privacy Act (FERPA), Santa Ana Beauty College guarantees the right of students to again access to their files. To do so, student need to submit to SABC Admission Office written request that identify the specific records they wish to review or inspect. Within 45 days, the Administrations Office will make arrangements for access and will notify the student of the time and place where the records may be inspected. Education records are those records that are directly related to students and are maintained by SABC. Student may not inspect education records pertaining to parent's financial records and certain confidential letters or recommendations.

All other persons needing access to student records and files must have written release on a previously signed waiver from student. If a student authorizes the release of his/her education record to a third party, he/she shall provide a dated written consent to the School Director authorizing said release with a specific list of information to be released.

Santa Ana Beauty College is required to provide access to student records by officials of Board of Barbering and Cosmetology, Bureau for Private Postsecondary Education (BPPE) and National Accrediting Commission of Career Arts and Sciences (NACCAS) and Department of U.S Education at the time of enquiries.

HOUSING

Santa Ana Beauty College does not have any dormitory under our control. Student can use outside housing services to search for the availability of housing located reasonably near the institution's facilities. The estimation of the approximate cost of the housing in the neighborhood is about \$500 to \$1,000 per month, depending on each student's needs. The institution has no responsibility to find or assist a student in finding housing.




LIBRARY

Santa Ana Beauty College does not offer a library. However, the student can use the Santa Ana Public Library and Nealley Library (Santa Ana Community College) that are short distance from Santa Ana Beauty College, as resource centers. The student can access to these libraries for a free of charge.

DISTANCE EDUCATION

Santa Ana Beauty College does not offer distance education.

APPROVAL DISCLOSURE STATEMENT

	<p>Santa Ana Beauty College is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS). The Commission was founded in 1969 and is recognized by the US Department of Education. Additional information can be obtained from NACCAS: 4401 Ford Avenue Suite 1300 Alexandria, VA 22302, by calling (703) 600-7600 or at www.naccas.org</p>
	<p>Santa Ana Beauty College is a private institution that approved to operate in the State of California by the Bureau for Private Postsecondary Education (BPPE). The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post-secondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling <i>Toll-free telephone #: (888) 370-7589</i> or by completing a complaint form, which can be obtained on the Bureau's internet Web site: www.bppe.ca.gov BPPE mailing address is P. O. Box 980818 West Sacramento, CA 95798-0818</p>
	<p>The California Board of Barbering and Cosmetology (BBC) sets minimum standards for our programs of study and issues licenses to graduates upon passing the Board of Barbering and Cosmetology licensing examinations. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be direct to Board of Barbering and Cosmetology, P. O. Box 944226, Sacramento, CA 94244-2260 Phone: (800) 952-5210 Fax: (916) 575-7281, Website: Barbercosmo.ca.gov</p>

STUDENT ATTENDANCE AND CONDUCT POLICIES

Attendance and Tardiness

Student must complete all technical and practical subjects and clock hours before they are allowed to graduate. If the student clock in 7 minutes after the class started time, he or she is considered tardy and should adjust their department time at the end of day to complete the full 8 hours (minus 30 minutes for lunch). Students must maintain their attendance schedule they commit at the time of enrollment, except in an emergency situation. To maintain a reasonable studying progress, each student should maintain a minimum attendance of 30 hours per week to be qualified as full-time student or minimum attendance of 20 hours per week to be enrolled as part-time student.

Excused and Unexcused Absences

Regardless of the average level of attendance, students who have more than two consecutive weeks of absences (14 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave of Absence (LOA). An approved leave of absence will extend a student's contract period by the same number of days taken in the leave of absence. If a student was granted a leave of absence form, the student is given an extended period of time to meet.

Satisfactory academic progress that is equivalent to the number of days the student was out on an approved leave of absence. Students who expect to be absent more than 14 days are encouraged to request a leave of absence

Occasionally, a student may experience extended personal, medical or other problems, which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to 180 days. An LOA must be requested in writing by the student and must be approved by the school director. An LOA request form must be filled out and the date of leave and the date of return must be stated on the form prior to the director approving the LOA. A leave of absence will not be granted unless absolutely necessary. Under no circumstances can the school grant more than a single (1) LOA within a 12-month period.

Students on LOA will not be charged any additional amount of tuition. Students returning from an authorized LOA will

retain all credit for clock hours and work projects completed, and will be returned to the academic progress status they held prior to the start of the leave of absence. The period of the leave of absence will extend the contract period by the same number of days taken in the leave of absence. Students who fail to return from an LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 days.

Make-up Hours

Student who miss scheduled school hours due to absence or tardiness are encouraged to attend school makeup hours during regular school days to make up missed hours. The student should arrange make-up work with the instructor or director for both theory and practical classes. The make-up class will be arranged during the regular school days at no additional charge.

Conduct

Students are required to conduct themselves at all times as if they were working in the industry. Professional behavior is a must for all students. Any student not conducting themselves in an orderly manner and professional manner can be dismissed from the institution. Students who attend class intoxicated or under the influence of any drugs will immediately be dismissed. Students who are found to be unruly, disorderly, engaging in sexual harassment, or creating a hazardous environment for other students, stealing school or student property will immediately be dismissed from the school.

Termination

Dismissal may be initiated if a student fails to meet the terms of any warning and/or probation, i.e., academic, attendance. An instructor may recommend dismissal at any time that he or she feels that student problem or situation has seriously jeopardized a client, violated a safety principle, or interfered with the welfare of the school or clinical site. If a student commits a serious infraction during practical training, the instructor will remove a client from the training area. Any student action that places a client in danger is grounds for immediate dismissal. When an infraction occurs on campus the student will be sent to the Program Director's office for evaluation and advisement.

STUDENT GRIEVANCE AND COMPLAINT POLICY

It is the policy of this institution to handle grievances in the following manner:

1. Fill out a grievance form and list all grievances.
2. Hand deliver or mail all forms to the School Director, Santa Ana Beauty College, 1926 W.17th Street, Santa Ana, CA 92706-2321. All grievances, regardless of the nature will be turned over to the owners and reviewed.
3. The director will evaluate the grievance and set up an appointment with the person within 5 days from the receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.
4. Or, you may pursue the matter further through the Bureau for Private Postsecondary Education by call toll-free at 1(888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet Web site www.bppe.ca.gov or contact the school accrediting agency: National Accrediting Commission of Career Arts and Sciences (NACCAS), 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432, phone (703) 600-7600, fax (703) 379-2200.

All complaint and the complaint documentation and complaint resolutions are maintained by the director in the fireproof filing cabinet at the back of student records.

STUDENT CLOCK OUT POLICY

The programs of study will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. Students will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven minutes period applies to starting of the class day and shall not be abused. Once theory classes have been started no one will be allowed to enter the theory classroom. A thirty (30) minute lunch break shall be taken when a student attends more than 6 hours a day. If you are attending 6 hours or less and desire to take a lunch break (30 minutes), then the half hour must be deducted from the daily total. If attending 8 hours or more, 2 (30 minutes) breaks are required. At the completion of the day, the daily hours and operations earned are recorded.

At the completion of each day, a weekly time card is prepared from the current daily operations and hours. The daily hours and operations earned are added to the previous totals of the prior cumulative column totals and then transferred to the new cumulative column. The time card must be signed by the student and the instructor daily.

Time Card Credit

Time cards reflect the student's weekly and daily record of hours and operations. It is important that all of the hours and operations are recorded properly and accurately. The attendance personnel must be able to read the time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times. After clocking in, the student is required to maintain applied effort in personal grooming, attendance within the classroom building, and focus of activities directly related to the program course. Any activity not directly related to the training will not be tolerated. If this occurs, the student will be asked to stop the activity or punch out for the remainder of the day. Continued activities of this nature could result in the student's dismissal.

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

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

Shampoo/set	1.5 hours
Facial	1.5 to 2 hours
Haircut	0.5 to 1 hour
Permanent Wave	2 to 2.5 hours
Manicure	0.5 hours

Using the above, the program would understandably not consider a student capable of performing more than three (3) permanent waves per day.

LOCKERS POLICY

The School provides each current student with a locker. Students are required to place everything in separate containers and LABEL them as CLEAN or SOILED. These lockers CANNOT be used for jewelry, money, or food.

If students do not show up in ONE month and with no Leave of Absence, their locker will be cleaned out.

School is NOT responsible for any personal property in the lockers.

Lockers are assigned at any time during the academic year and expired at the end of the program. Make sure all the belongings and personal items are removed by the last day. After that, it will be cleared out and kept by school and only returned to student within 30 days since the last day.

Student are required to use their own key. A deposit of \$5.00 is required if the student request a temporary key from school. The school key must be returned to school within 2 days from the assigning day to get a full refund of deposit, unless there will be no refund and your locker will be cleaned up to assign to other students.

KIT POLICY

At the time of receiving the kits, student will be given the list of materials, tools and equipment required for the course. Student shall responsible to check if any lost, missing or broken items occur and sign on the kit's list.

Student shall be responsible for replacing lost, missing or broken items after the kit's list was signed. Per the refund policy stated in enrollment agreement, kits are not returnable. The implements and products provided are to be used on school clients and/ or model as assigned in order to develop required skill and speed.

DRESS CODE POLICY

Students are required to conform to the uniform policies of Santa Ana Beauty College. Any need for variation from regulation uniform must be discussed and approved by the Program Director.

1. All student must wear neat and clean white lab jacket whenever they are at school or in class
2. Slack or Capris are allowed
3. Dresses or skirts allowed must be knee length or longer
4. Shirt must cover the armpit and hang over the shoulder
5. Clothing must be professional clean, and free of stains and hole
6. Shoe should be worn at all times and must be closed toe
7. Hair must be clean and style PRIOR to arriving at school
8. Cloths must be appropriate and cover ENTIRE torso at all times.

Students who fail to comply with this school dress code will be asked to leave and return with appropriate attire.

NON CREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

SCHOLARSHIP POLICIES

Scholarship will be rewarded to qualified outstanding students at the end of the course. Criteria for scholarship grants may include, but are not limited to, the following:

- Prior academic performance;
- Performance of each applicant on tests designed to measure ability and aptitude for educational work;
- Recommendations from instructors;
- The grant selection committee's conclusions as to the applicant's motivation, character, ability, or potential.

OTHERS CHOOOL RULES AND REGULATIONS

1. Students will take lunch between 11:30 a. m. and 1:30 p.m. and must be cleared by receptionist at the desk. Students should report to an instructor if they have not had lunch by 1:30 p.m. Lunch is half hour (30 minutes). Lunch period is each student's responsibility, and lunch times must be staggered.
2. A student must use the time clock to punch —IN when entering and —OUT lwhen leaving. Students failing to do so will only receive credit for hours indicated by the time clock. Students are also required to punch in and out for all breaks on the back of their time cards. A 15-minute break will be given in the morning and one 15- minute break will be given in the afternoon for 8-hour students.
3. Students are not allowed to clock out during college hours without permission from the Instructor. A student may not clock in or out for another student. This rule is strictly enforced. Anytime a student leaves the building during the day his/her time card must be left at the receptionist desk.
4. Smoking is allowed in assigned areas only OUTSIDE of the building.
5. Visitors are not permitted in the classroom or student lounge area unless approved by the director.
6. College business phones may not be used for personal calls. A pay phone is provided for student emergency use only. All calls are limited to 3 minutes. A student is not permitted to leave a patron to take a phone call.
7. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times.
8. Students must keep their workstation, in class or on the floor, clean and sanitary at all times.
9. A minimum of .5 hours of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day and all articles must be labeled at all times.

10. All students serving the public must be courteous and pleasant. If a difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.
11. A student may not leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
12. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
13. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
14. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
15. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
16. A student must attend college on all scheduled class days. The college reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness.
17. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
18. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.
19. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the College Office. Credit will be given for applied effort only; continuously engaged in training and study of the branch of Cosmetology for which you are enrolled. All work must be checked by an instructor or credit will not be given. Records must be neat and clear.
20. All students will be expected to maintain an average of 70% in theory and in all practical subjects. Probationary status will result in case of the failure to do so.
21. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
22. Students must comply with college policy and state rules and regulations.
23. In the case of absences, all assignments, tests and homework must be made up. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
24. Students must notify the college office immediately of any student address or telephone number change.
25. Absences of seven days or more with notification shall be considered cause for suspension. A student who is absent more than fourteen (14) days without notifying the director will be dismissed.

SCHOOL ADMINISTRATION AND FACULTY:

ADMINISTRATION

Diane Nguyen	CEO/Director/Owner	Email: waimedical105@yahoo.com
Andrew Vo	CFO/SEVIS PDSO/Shareholder	Email: santaanabeautycollege@yahoo.com
Vicky Nguyen	Campus Coordinator	Email: sabcusa@yahoo.com
Hannah Vo	CEO Assistant	Email: sabcusa@yahoo.com
Leida Borroto	Financial Aid Officer	Email: sbcfaleida@yahoo.com
Janelle Lee	Admissions Representative/FAO	Email: santaanabeautycollege@gmail.com
Ivy Doan	Placement Officer	Email: santaanabeautycollege@gmail.com
Kei Nguyen	IT/Designer	Email: santaanabeautycollege@gmail.com

FACULTY:

Yuridia Vargas	Cosmetology/Barbering Instructor Over 15 years of experience in Cosmetologist industry and Over 7 years of experience as Cosmetology Instructor and 2 years of Barbering Instructor	COS license No KK 399024; BABER license No B99418
Kim Dung Janko	Esthetician Instructor Over 14 years of experience in Esthetician industry and 12 years teaching experience as Esthetician Instructor	EST license No Z39330
Doan Nguyen	Cosmetology/Barbering Instructor 16 years of experience in the Cosmetologist industry; Over 7 years teaching experience as Cosmetology Instructor and 1 years of Barbering Instructor	COS license No KK524164 BABER license No B101157
Kathy Pham	Cosmetology/Barbering Instructor Over 15 years of experience in Cosmetologist industry 16 years teaching experience as Cosmetologist	COS license No KK 451660 BABER license No B95376
Jennifer Nguyen	Manicurist Instructor Over 11 years teaching experience in Manicurist	MAN license No M236184
Jeannie Nguyen	Manicurist Substitute Instructor Over 04 years teaching experience in Manicurist	MAN license No M313101
Maria R Perez	Cosmetology Instructor Over 15 years of experience in Cosmetologist industry and Over 7 years of experience as Cosmetology instructor	COS license No KK 211890
Ismael Martinez	Cosmetology Instructor Over 15 years of experience in Cosmetologist industry Over 7 years of experience as Cosmetology instructor;	COS license No KK 486284
Lilia Almazan	Barbering Instructor 3 years of experience in Barbering industry and 2 year experience as Barbering instructor	BABER license No B99418
Hung Nguyen	Massage Therapy and Holistic Practitioner Instructor Over 14 years of experience in the Massage industry and teaching	Practitioner License No 55977

HEALTH AND PHYSICAL CONSIDERATIONS

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED

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

TUITION CHARGES (For Residence Student)

Program	Application Fee**	Tuition	Books/Supplies	STRF Fee**	Total
1/ Cosmetologist	\$75	\$10,000	\$1,000	0.00	\$11,075
*Cosmo Transfer	\$75	\$1,875	\$1,000	0.00	\$2,950
2/ Holistic Practitioner	\$75	\$6,250	\$850	0.00	\$7,175
3/ Esthetician	\$75	\$3,750	\$850	0.00	\$4,675
4/ Manicurist	\$75	\$925	\$450	0.00	\$1,450
5/Advanced Manicurist	\$75	\$3,750	\$800	0.00	\$4,625
6/Barbering	\$75	\$9,375	\$1,000	0.00	\$10,450
*Barber Transfer	\$75	\$1,250	\$1,000	0.00	\$2,325
7/ Massage Therapist	\$75	\$3,750	\$850	0.00	\$4,675

Note that the price is subject to change. The total cost is the total charge for the entire educational program. The student is obligated to pay the Registration fee and STRF upon enrollment. Students may make payments as they go all or part of the tuition and fees before classes begin. The student is responsible for costs of transportation to and from school.

***STRF Fee:** Commencing with January 1, 2015, the Student Tuition Recovery Fund assessment rate is zero (\$0) per \$1,000.

****Non-Refundable Fee**

METHOD OF PAYMENT

Students are expected to contribute toward payment of their education expenses from their own family resources. Payment plans are also available. In the event that a student makes any payment with a personal check and the check is returned due to insufficient funds, the students will be assessed a \$35.00 processing fee. Accepted methods of payment include Title IV, cash, personal check, and credit card.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education 2535 Capitol Oaks Dr. Suite 400, Sacramento CA 95833, www.bppe.ca.gov, Tel: (916) 431 - 6959 or Fax: (916) 263-1897 or toll-free: (888) 370-7589.

EXTRA INSTRUCTIONAL CHARGES

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. After the on time graduation date, the student will be responsible for additional tuition needed to complete the course by hour or per week. Additional training time beyond this date will cost Cosmetologist student \$6.25 per hour, Holistic Practitioner student \$6.25 per hour, Esthetician student \$6.25 per hour, Manicurist student \$2.35 per hour, Advanced Manicurist student \$6.25 per hour, Barbering student \$6.25 per hour, Barber Transfer student \$6.25 per hour, Cosmetology Transfer student \$6.25 per hour, and Massage Therapist student \$6.25 per hour needed. There will be no Financial Aid available for this period. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. Once all allowable absences have been exhausted, any additional training will be billed at the hourly tuition rate listed on the student's original contract, payable in advance weekly, until graduation. Students will not be allowed to clock in until applicable weekly payments are made, unless other arrangements have been approved by an Administrative Official.

INTERNATIONAL STUDENTS

Santa Ana Beauty College is authorized under Federal law to enroll nonimmigrant students. SABC does not provide services for obtaining visas. However, there is a 425 U.S. dollars non-refundable processing fee for the application including Form I-20.

All international applicants are proficient in English (reading, writing, and speaking) appropriate to our academic environment and to your level of study.

1. If you completed high school in English, you are generally considered to have met this requirement. Completing high school in English means that you completed high school or its approved equivalent:

- In the U.S. (includes GEDs, etc.),or
- In a country where English is the language of instruction. If you do not meet one of these criteria

2. You may establish English proficiency by means of:

- A transcript indicating—C-or higher in a college-level writing/composition course from either a regionally accredited

U.S. college/university or an eligible college/university in a country on the list of countries of English instruction

- A degree from either a regionally accredited U.S. college/university or an eligible college/university in a country on the list of countries of English instruction
- Submit English proficiency test scores: Pass Level 2 on "EF Standard English Test" - (Or Cambridge English FCE, TOEFL or IELTS Exams equivalent.

VACCINATION POLICY

As adult learners, students attending Santa Ana Beauty College, Inc. are expected and assumed to be current with all required vaccinations. Santa Ana Beauty College does not require any information regarding vaccinations from potential students to enroll.

SATISFACTORY ACADEMIC PROGRESS POLICY

The school applies formal standards that comply with applicable regulatory oversight agencies to measure satisfactory progress toward graduation. Those standards are contained within this policy and apply to all full-time and part-time students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

STANDARDS: This institution expects that all students maintain Satisfactory Academic Progress (SAP) as established by this institution based on actual hours. SAP evaluation periods are based on both the qualitative (grade-based) and quantitative (time-based). Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Every student must:

1. Maintain accumulative academic average of C(70%) in theory work, and in practical/clinic performance.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) or 67% of the schedule indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ($2/3 \times 30 = 20$). In addition to attendance standards relating to Satisfactory Academic Progress (SAP), all students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the **STUDENT ATTENDANCE AND CONDUCT POLICY** section of this catalog.
3. Complete the course within one and one-half (1.5) times the length of the course as defined in the enrollment agreement (approved Leaves of Absence extend the Student's contract for the same amount of days). For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.
4. Students who meet minimum academic and attendance requirements are considered to be meeting satisfactory progress until the next evaluation period. If the program of study exceeding one academic year (900 clock hours), such as Cosmetology, Barbering and Holistic Practitioner, students must meet minimum academic and attendance requirements for one evaluation prior to the midpoint (50%) clock hours and the total weeks of the course in order to be considered as meeting satisfactory progress at the end of an evaluation period and considered to be making satisfactory progress until the next evaluation.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows: Cosmetologist: 450, 900, 1250, 1600 clocked hours
Esthetician: 300, 600 clocked hours
Advanced Manicurist: 300, 600 clocked hours
Manicurist: 200, 400 clocked hours,
Cosmetology Transfer: 300 clocked hours; Barber Transfer: 200 clocked hours

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

Transfer students: Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

SAP Warning

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

SAP Probation

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

Re-establishment of SAP

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

Termination by Institution

If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, or fails to abide by the terms of the enrollment agreement, the school's policies, or standards of conduct, a decision to terminate the student's enrollment will be made by the Administrative Office in written notice, if applicable, students will not be deemed eligible to receive Title IV funds.

Interruptions, Course Incompletes, Withdrawals

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

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 15 calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

STUDENT'S RIGHT TO CANCEL

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

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 student's lack of attendance.

Course Cancellation: If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide a completion of the course to schools in the neighborhood.

School Closure: If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide a completion of the course to

schools in the neighborhood.

MAXIMUM TIME FRAME

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

COURSE	MAXIMUM TIME ALLOWED:	
	WEEKS SCHEDULED	HOURS
Cosmetologist (Full time, 30 hrs. /wk.) - 1600 Hours	80	2400
Cosmetologist (Part time, 20 hrs. /wk.) – 1600 Hours	120	2400
-Days Cosmetology Transfer (Full time, 30 hrs. /wk.) -300 Hours	15	450
-Days Cosmetology Transfer (Part time, 20 hrs. /wk.) - 300 Hours	22.5	450
Esthetician (Full time, 30 hrs. /wk.) - 600 Hours	30	900
Esthetician (Part time, 20 hrs. /wk.) - 600 Hours	45	900
Days Advanced Manicurist (Full time, 30 hrs. /wk.) - 600 Hours	30	900
Days Advanced Manicurist (Part time, 20 hrs. /wk.) - 600 Hours	45	900
Days Manicurist (Full time, 30 hrs. /wk.) - 400 Hours	20	600
Days Manicurist (Part time, 20 hrs. /wk.) - 400 Hours	30	600
Barbering (Full time, 30 hrs. /wk.) - 1500 Hours	75	35
Barbering (Part time, 20 hrs. /wk.) – 1500 Hours	112.5	53
-Days Barber Transfer (Full time, 30 hrs. /wk.) - 200 Hours	10	300
-Days Barber Transfer (Part time, 20 hrs. /wk.) - 200 Hours	15	300
Days Holistic Practitioner (Full time, 30 hrs. /wk.) - 1000 Hours	50	1500
Days Holistic Practitioner (Part time, 20 hrs. /wk.) - 1000 Hours	75	1500
Days Massage Therapist (Full time, 30 hrs. /wk.) - 600 Hours	30	900
Days Massage Therapist (Part time, 20 hrs. /wk.) - 600 Hours	45	900

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.

OVERTIME CHARGES

Each course/program has been scheduled for completion within an allotted time frame. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$6.25 an hour until graduation (For Manicurist, \$1.00/hour). Graduation/Completion records will not be released until all payments are received.

LOAN RESPONSIBILITY **CEC 94909(a)(11)**

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

JOB CLASSIFICATION

Base on the United States Department of Labor’s Standard Occupational Classification (SOC) and the U.S Department of Education’s Classification of Instructional Program (CIP), gainful employment from graduates of Santa Ana Beauty College can be classified at the Detail Occupation (Six-digit) level as following:

NO.	COURSE GRADUATED	JOB TITLES	Standard Occupation Classification(SOC)	Classification of Instructional Program (CIP)
1	Manicurist	- Manicurist, Pedicurist, Nail Technician	39-5092	12.0410
2	Advanced- Manicurist	- Manicurist, Pedicurist, Nail Technician	39-5092	12.0410
3	Cosmetology	- Cosmetologist, Hairstylist, Hairdresser - Manicurist, Pedicurist, Nail Technician - Makeup Artist - Shampooer - Skincare Specialist	39-5012 39-5092 39-5091 39-5093 39-5094	12.0401
4	Cosmetology -Transfer	- Cosmetologist, Hairstylist, Hairdresser - Manicurist, Pedicurist, Nail Technician - Makeup Artist - Shampooer - Skincare Specialist, Esthetician	39-5012 39-5092 39-5091 39-5093 39-5094	12.0401
5	Barber	- Barber - Shampooer	39-5011 39-5093	12.0402
6	Barber- Transfer	- Barber - Shampooer	39-5011 39-5093	12.0402
7	Esthetician	- Esthetician, Skincare Specialist	39-5094	12.0409
8	Massage Therapy	- Massage Therapist	31-9010	51.3501
9	Holistic - Practitioner	- Massage Therapist, Holistic Practitioner	31-9010	51.3501

FEDERAL DISCLOSURE REQUIREMENTS

To help you make a good decision about whether to enroll in this institution. Our institution wants you to know that, according to its latest information:

Disclosure date 11-21-2017

Data for cohort year ending 06-30-2017

How Are Our Students Doing

<i>Student Right-to-Know Rates:</i>		<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Rates</i>
1	Initial cohort				
a	Allow able exclusions	79	374	453	--
1		0	0	0	--
c					
1	Final cohort	79	374	453	--
e					
2	Completers of < 2-yr programs	81	452	533	--
a					
3	Transfer-out- students	0	0	0	0
a					
4	Completion or graduation ate	79	364	443	97.72 %
5	Transfer-out rate	0	0	0	0%
6	Placement rate				85.50%

Line 2a above (full time undergraduates) breaks down into this:

Ethnicity	Pell Recipients		Subsidized loan recipients without Pell		Neither of the aid programs	
	Male	Female	Male	Female	Male	Female
American Indian or Alaska Native	0	0	0	0	0	0
Asian	51	192	0	0	0	0
Black or African American	0	1	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
Latinos	3	26	0	0	0	20
White	0	1	0	0	0	0
Two or More Races	0	0	0	0	0	0
Non-residence Alien	31	183	0	0	0	31

SANTA ANA BEAUTY COLLEGE
1926 WEST 17TH ST., SANTA ANA, CA 92706
(714) 835-0278

CAMPUS SECURITY ACT DISCLOSURE STATEMENT

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 01/01/2015 and 12/31/2018. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE NO POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION, THEREFORE, THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE.

a. Report Distribution Date: October 30, 2018

Occurrences REPORTED within the 2015, 2016 and 2017 Calendar Years

Crimes Reported	2015	2016	2017	Location: C=Campus N=Non-campus P=Public Area	* Hate Crime? (see note)
(i) Criminal homicide:					
(A) Murder and non-negligent manslaughter	0	0	0	C	0
(B) Negligent manslaughter	0	0	0	C	0
(ii) Sex Offenses:					
(A) Rape	0	0	0	C	0
(B) Fondling	0	0	0	C	0
(C) Incest	0	0	0	C	0
(D) Statutory Rape	0	0	0	C	0
(iii) Robbery	0	0	0	C	0
(iv) Aggravated assault	0	0	0	C	0
(v) Burglary	0	0	0	C	0
(vi) Motor Vehicle Theft	0	0	0	C	0
(vii) Arson	0	0	0	C	0
Arrest and referrals for disciplinary actions including:					
(A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession..	0	0	0	C	0
(B) Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	0	C	0
Hate crimes: As listed under 34.CFR668.46 (c)(1)(i)					
(A) Larceny-theft	0	0	0	C	0
(B) Simple Assault	0	0	0	C	0
(C) Intimidation	0	0	0	C	0
(D) Destruction, Damage or Vandalism of Property	0	0	0	C	0
(viii) Liquor law violations	0	0	0	C	0
New reporting as of 10/01/2017					
Incidents of sexual assault		0	0	C	0
Domestic Violence		0	0	C	0
Dating Violence		0	0	C	0
Stalking		0	0	C	0

NOTE - Crimes reported under any of the category listed in this section that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.
2. (i) All students and employees are required to report any crime or emergency to their institutional official promptly.
(ii) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's directors who contact the correct police department District for statistics and the institution's
(iii) If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).
3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students.
4. Current policies concerning campus law enforcement are as follows:
 - (i) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - (ii) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
 - (iii) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - b. Do not leave personal property in classrooms.
 - c. Report any suspicious persons to your institutional official.
 - d. Always try to walk in groups outside the school premises.
 - e. If you are waiting for a ride, wait within sight of other people.
 - f. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
 - g. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
 - h. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - i. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the Institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.

DISCLOSURE STATEMENT—(continued) Page 3

10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*
11. It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution's official, who will report it to (911) emergency and police units. The institution during the orientation of given to newly admitted students emphasizes the prevention of sexual crimes by insisting students to work, study and walk outside of the premises in as much as possible, accompanied by other students or in view of other persons, generally, avoiding as much as possible to be alone by themselves at any time. During the daily functioning of the school operations, staff and administrators focus in observing that students are not in any circumstance by themselves.

The institutional program to prevent sexual crimes consists in maintaining a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part of this program to protect the students and the staff among themselves.

A person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time when that person can be properly transported to a hospital or rape crisis center for proper treatment.

A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling (911).

The institution does not have accessibility to professional counseling, mental health or otherwise, students and employees are encouraged to seek such professional assistance at the nearest hospital or health care services.

The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.

The institutional disciplinary actions in reference to an alleged sex offence are as follows:

- (A) The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceedings: and
- (B) Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense
- (C) This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from school, or termination of employment and in accordance to local laws, to an arrest of the offender by the authorities.

12. The institution provides the following website to obtain information concerning the registration of sex offender's arrest at www.meganlaw.ca.gov

- 13 Revised **Crime Classification: Burglary vs. Larceny:** An incident must meet three conditions to be classified as a Burglary.
- There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
 - The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
 - The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny controlled by the institution that is used for student housing must be counted as an on-campus student housing facility, even if the building itself is owned or controlled by a third party.

- 14) **Campus Law Enforcement Policies:** All institutions must include a statement of policy regarding campus law enforcement in their Annual Security Report. This statement must contain the following elements:

A description of the law enforcement authority of the campus security personnel.

A description of the working relationship of campus security personnel with State and local law enforcement agencies, including whether the institution has agreements with such agencies, such written memoranda of understanding (MOU), for the investigation of alleged criminal offenses.

A statement of policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies.

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

The institution does not maintain any special relationship with State and local police and does not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

This Institution encourages students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies

This institution encourages students to immediately report an incident where an emergency evacuation will be needed. All students should be familiar with the evacuation procedures posted in several key places around the campus.

This institution does not provide on-campus housing. Therefore the following disclosures do not apply to this institution:

Fire safety (668.49)

Missing students (668.46(h))

Emergency notifications 668.46(g)

Hate crimes 668.46(c)

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 student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privilege 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 may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken.

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

Name of institution's Financial Aid Officer	Default to FAO Leida Borroto
Title	Financial Aid Officer
School Name	Santa Ana Beauty College
Street address	1926 West 17th Street
City, State Zip	Santa Ana, CA 92706
Phone No.	(714) 835-0278

Student signature _____ Print Name _____ Date _____

DRUG & 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 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. 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, and 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 85.635 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 a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services

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

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 are available on an ongoing basis to students and employees of this institution through:

Entity Name	Charter Hospital
Street Address	6060 Paramount Blvd.
City, State and Zip	Long Beach, CA 90805
Phone number	562-220-1000

Entity Name	Orange County- Alcohol & Drug Abuse Services
Street Address	1200 N. Main Street, Ste. 301
City, State and Zip	Santa Ana, CA 92701
Phone number	714-480-6660

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 institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the institutional procedures every two years. A log of incidences and disciplinary actions is kept by the institution.

THIS INSTITUTIONAL POLICY AND PROCEDURES ARE EVALUATED BY THE INSTITUTIONAL ADMINISTRATORS BIENNIALLY TO MAKE ANY NEEDED IMPROVEMENTS AND PROVIDE IT TO PROSPECTIVE AND CURRENT STUDENTS VIA THE INSTITUTIONAL CATALOG. EMPLOYEES RECEIVED A COPY ON A HARD COPY ONCE A YEAR.

CONSTITUTION AND CITIZENSHIP DAY

Our institution holds a class for the student body on Constitution Day and Citizenship Day, this is a combined annual event observed in the United States on September 17. This event commemorated the formation and signing of the Constitution of the United States on September 17, 1787. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

FAMILY EDUCATION RIGHTS AND PRIVACY (FERPA)

Santa Ana Beauty College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

The Family Education and Privacy Act was enacted by Congress to protect the privacy of student educational records. This privacy right is a right vested in the student. Generally:

1. Institutions must have written permission from the student in order to release any information from a student's educational record.
2. Institutions may disclose directory information in the student's educational record without the student's consent.
3. It is good policy for the institution to notify the student about such disclosure and to seek the written permission of the student to allow disclosure of any educational records including directory information.
4. Institutions should give the student ample opportunity to submit a written request that the school refrain from disclosing directory information about them.
5. Institutions must not disclose non-directory information about students without their written consent except in very limited circumstances.
6. Institutions should notify students about their rights under FERPA through annual publications.
7. When in doubt, it is always advisable to err on the side of caution and to not release student educational records without first fully notifying the student about the disclosure.
8. The school should always seek a written consent from the student before disseminating educational records to third parties.

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

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

- To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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 Compliance Office
600 Independence Avenue, SW
Washington, DC 202-4605**

COPYRIGHT INFRINGEMENT

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, Section 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.

VOTER REGISTRATION

Santa Ana Beauty College actively encourages students to register to vote. Registering and voting are important aspects of your rights and responsibilities as an informed citizen. The following information is provided to assist you in registering to vote either in California or in your home state.

In order to vote, you must be a U.S. citizen and at least 18 years old at the time of the next election. As a college student you may register either in California using your college residential address or at home using your permanent home address. When completing your voter registration form please note that P.O. boxes are not permitted as your residential/home address.

California registration forms are available on-line at the following website and you can follow the instructions to register http://www.sos.ca.gov/elections/elections_vr.htm. This webpage contains everything you need to know about the requirements to be allowed to vote and how to become a registered voter as well as deadlines for submission of the applications. Forms are also available at Santa Ana Beauty College, post offices, libraries, city hall, or department of motor vehicle offices.

ADMISSIONS DISCLOSURE

We are required by federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution does not excuse you (the borrower) from repayment of any Federal Student Loan made to you (the borrower) for enrollment at this institution.

AVAILABILITY OF EMPLOYEES FOR INFORMATION DISSEMINATION PURPOSES

Santa Ana Beauty College is required to designate an employee or department to assist enrolled or prospective students in obtaining pertinent information related to academic programs, college policies and procedures, enrollment statistics, campus safety, and financial aid information. If SABC has designated one person for an area of responsibility, that person shall be available, upon reasonable notice, to any enrolled or prospective student during regular business working hours. If a department is designated, their combined work schedules have been arranged so that at least one employee is available, upon reasonable notice, throughout the normal during regular business working hours.

MISREPRESENTATION

Santa Ana Beauty College routinely reviews and updates information that it makes available to students, the public, and employees to ensure its accuracy and truthfulness. Any school that substantially misrepresents the nature of its educational program, its financial charges, or the employability of its graduates is subject to fines, limitations, suspensions, or the termination of its participation in Federal Student Aid programs.

Examples of misrepresentation of the educational program would include, among other things, false or misleading statements about the school's accreditation or the school's size, location, facilities, or equipment. Misrepresentation of financial charges includes, among other things, false or misleading statements about scholarships provided for the purpose of paying school charges or as to whether a particular charge is a customary charge for that course at the school. Also, misrepresentation would include making any false or misleading statements about the employability of the school's graduates.

FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. SABC does not participate in direct loan programs. Financial aid is awarded to students who have need. Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

SABC does not participate in any state financial programs.

COMPLIANCE STATEMENT

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

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

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

GRANT (FREE) AID (This aid does not have to be repaid)

Federal PELL Grant Program (FPELL) \$5,815 for 2017 Award Year and \$5,920 for 2018 Award Year
(Does not require repayment)

Federal Supplemental Educational Opportunity Grant Program (FSEOG)* Maximum Annual Award given to school to disburse to students meeting eligibility requirements is \$5,000 (Does not require repayment)

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Have financial need;
- Be a citizen or an eligible non-citizen;
- Have a valid social security Card Except applicants from the Marshall Islands, Federated States of Micronesia or The Republic of Palau
- Be registered for selective service (if a male between the age of 18-25);
- Be admitted as a regular student in an eligible program;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;
- Have signed a statement of educational purpose;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have a High School Diploma (or its equivalent) a GED, or have demonstrated the ability-to-benefit
- Agree to use any federal student aid received solely for educational purpose.

Financial Aid Eligibility Citizen/Eligible Non-Citizen

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

- U.S. Citizen
- U.S. National
- U.S. Permanent resident; who has an I-551 or I-551C (Alien Registration receipt card)
- Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations: **This documentation must have a valid date and not be an expired document**
- Refugee Asylum Granted
- Parole for a minimum of one year that has not expired T-Visa holder (T-1, T-2, T-3, etc.)
- Cuban-Haitian entrant
- Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation Victim of Human Trafficking.

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

G series visa (pertaining to international organizations)

Independent Students:

An individual who meets one of the following criteria: Item numbers correspond to the 2016-2017 FAFSA.

1. (46) Was born before January 1, 1993?
2. (47) Married (answer yes if separated but not divorced)
3. (48) At the beginning of the 2016-2017 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EDD, graduate certificate, etc.)?
4. (49) Currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. (50) Are you a Veteran of the U.S. Armed Forces?
6. (51) Do you now have or will you have children who will receive more than half of their support from you between July 1, 2016 and June 30, 2017?
7. (52) Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2017?
8. (53) At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. (54) As determined by a court in your state of legal residence, are you or were you an emancipated minor?
10. (55) As determined by a court in your state of legal residence, are you or were you in legal guardianship?
11. (56) At any time on or after July 1, 2015, did your high school or school district homeless

12. (57) At any time on or after July 1, 2015, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

13. (58) At any time on or after July 1, 2015, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

Dislocated Worker

A person may be considered a dislocated worker if he or she:

- Is receiving unemployment benefits due to being laid off or losing a job and is unlikely to return to a previous occupation;
- has been laid off or received a lay-off notice from job;
- was self-employed but is now unemployed due to economic conditions or natural disaster; or
- is the spouse of an active duty member of the Armed Forces and has experienced a loss of employment because of relocating due to permanent change in duty station ;or

- is the spouse of an active duty member of the Armed Forces and is displaced homemaker (as described below); or
- is a displaced homemaker. A displaced homemaker is generally a person who previously provided unpaid services to the family (e.g., a stay-at-home mom or dad), is no longer supported by the spouse, is unemployed or underemployed, and is having trouble finding or upgrading employment.

Except for the spouse of an active duty member of the Armed Forces, if a person quits work, generally he or she is not considered a dislocated worker even if, for example, the person is receiving unemployment benefits.

APPLICATION FOR AID, PROCEDURES AND FORM

Financial aid applications for this institution consist of the followings:

Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form. The FAFSA may be filed on paper and delivered to the school or the student and parents may go to FAFSA on the Web (<http://fafsa.ed.gov>) Using FAFSA on the Web provides the student and/or parents the ability to use the IRS retrieval tool to obtain tax information from the IRS on completed taxes.

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

Federal Pell Grant Program: Funds received under this program are not subject to repayment from the student. Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended for.

SAR or ISIR must be submitted to the financial aid office by September 15, of the award year from which aid is requested from, or your last day of enrollment in 2016-2017, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

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

Maximum Annual Award: \$5,815 for 2017, \$5,920 for 2018 (one academic year in two equal payment periods)

Maximum Lifetime Eligibility Used for Pell 600% - A student's maximum amount of Pell Eligibility is 6 scheduled awards, as measured by the percentage of Lifetime Eligibility Used (LEU) field in COD (one scheduled award equals 100% LEU)

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

Funds received under this program are not subject to repayment from the student.

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

Maximum Annual Award: \$4,000

Disbursement: Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year- round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

DETERMINING NEED

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

SABC utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution. A SAR will be mail to the student and an ISIR to the institutions listed on the FAFSA. Both forms will provide the Expected Family Contribution (EFC) that will be used against the student Cost of Attendance (COA), the difference between these two is what is called student Need

COST OF ATTENDANCE

This institution uses the annual budgets published by the California Student Aid Commission. The estimated amount it will cost a student to go to school during an academic year of approximate 9 months is stated below.

Elements included in the budget: Tuition Actual Cost		Actual Cost Registration fee
Living cost allowance (monthly figures):	Books and Supplies Student Living With parents	Actual Cost Student Living Off campus
Room and Board	\$4,347	\$10,063
Transportation	\$1,071	\$1,206
Personal/misc.	\$3,114	\$2,853

(The cost of uniforms is included in the personal allowance or included in the school charges)

AWARD CONCEPT, SELECTION OF RECIPIENTS, AND PACKAGING CRITERIA

The school awards Federal Supplemental Education Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Education Opportunity Grant is limited to the amount of funds given to the institution for an entire award year (July 1 to June 30).

Due to the limited amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows: This institution has a continuing enrollment process in which student starts may vary. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year preceding the current year by using student enrollment, EFC, and Pell Grant data to determine how to distribute the SEOG funds available.

Both selections will be made from among students whose files have been completed, with no issues pending regarding the students' eligibility for federal aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year

- Housing, food, and other living allowances paid to members of the military, clergy, and others (Questions 45g and 94g)
- Veterans' non-education benefits (Questions 45h and 94h)
- Other untaxed income (Questions 45i and 94i)
- Money received or paid on the applicant's behalf (Question 45 j)
- Resources or benefits not appearing on the FAFSA, such as in-kind support from a relative or a government agency

VERIFICATION PROCESS

Federal regulations 34 C.F.R Part 668, dated March 14, 1986 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C 1094 governing the Title IV programs require schools to be sure of certain applicant reported data.

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

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

Who must be verified?

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

Verification exclusions

9. Death of the student.
10. Not an aid recipient.
11. The applicant is eligible to receive only unsubsidized student financial assistance.
12. Applicant verified by another school for the same Award Year
13. Post enrollment. The student was selected for verification after ceasing to be enrolled at this Institution and all (including late) disbursements were made.
14. Both of the parents are mentally incapacitated.
15. They are residing in a country other than the United States and can't be contacted by normal means.
16. They can't be located because the student does not have and cannot get their contact information.
17. The spouse has died.
18. He is mentally incapacitated.
19. He is residing in a country other than the United States and can't be contacted by normal means.
20. He can't be located because the student does not have and cannot get his contact information.

Required verification items:

- Adjusted gross income (AGI)
- U.S. income tax paid
- Education credits
- Untaxed Redistributions
- Untaxed pensions
- IRA deductions and payments
- Tax-exempt interest
- Other untaxed income
- Income earned from work
- Household size
- Number in college
- Supplemental Nutrition Assistance Program (SNAP, formerly food stamps)
- Child support paid
- High school completion status
- Identity/statement of educational purpose

Verification tracking groups

Students who are selected for verification will be placed in one of the five following groups. The group determines which FAFSA information must be verified for the student.

Standard Verification Group. Tracking flag V1

Students in this group must verify the following if they are tax filers:

- Adjusted gross income
- U.S. income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Education credits
- Household size
- Number in college
- Supplemental Nutrition Assistance Program (SNAP) benefits
- Child support paid
- Income earned from work
- Household size
- Number in college
- SNAP benefits
- Child support paid

(Tracking flag V2 Reserved for future use by the Department)

Child Support Paid Verification Group. Tracking flag V3. Students must verify child support paid by them or their spouse, their parents, or both.

Custom Verification Group. Tracking flag V4. Students must verify high school completion status and identity/statement of educational purpose in addition to receipt of SNAP benefits and payment of child support. Results should be posted in CPS.

Aggregate Verification Group. Tracking flag V5. Students must verify high school completion status and identity/statement of educational purpose in addition to the items in the Standard Verification Group V1. Results must be posted in CPS.

Household Resources Group. Tracking flag V6. Students must verify the items in the Standard Verification Group V1 as well as certain other untaxed income on the 2016–2017 FAFSA:

- Payments to tax-deferred pension and retirement savings plans (Questions 45a and 94a)
- Child support received (Questions 45c and 94c)
- Housing, food, and other living allowances paid to members of the military, clergy, and others (Questions 45g and 94g)
- Veterans' non-education benefits (Questions 45h and 94h)
- Other untaxed income (Questions 45i and 94i)
- Money received or paid on the applicant's behalf (Question 45j)
- Resources or benefits not appearing on the FAFSA, such as in-kind support from a relative or a government agency

DEADLINES AND FAILURE TO SUBMIT DOCUMENTATION

If the application was selected for verification—whether by your school or by the Department, you must submit the required documentation no later than September 15, 2017 or 120 days from the last day of attendance, whichever date comes earlier.

Failure to submit the required documentation within the specified time frame will result in the loss of eligibility for any Title IV awarded.

During the verification, if the data provided requires a recalculation of the EFC and the process results in a change to the EFC, a new ISIR will be generated. The changes in the Title IV award(s) will appear in a revised award letter.

The institution will contact the student to provide an update on their financial aid application to either request additional documentation needed to complete the verification process, or to inform the student of the changes made based on the completed verification process.

The student will be contacted to complete the Verification process. A student who's ISIR has been selected for Verification and has not provided the necessary documentation within the required time frame will not be able to receive Title IV funds, to cover institutional charges or living allowances, if any.

Each student is responsible to work with the Institution to clarify any items pending in the Verification process.

EMEGENCY PROCEDURE

In case of fire: Dial 911.

In the case of fire an announcement will be made by a staff member to evacuate the building immediately. Students will move quickly and safely to the nearest exit. Students working on patrons will guide their patron to the nearest exit with them. The receptionist or a staff member will call the fire department, dial 911.

Freshman instructor and one floor instructor will direct students and patrons near the rear of the building to the rear exits and assemble them in the front of the building for roll call.

Remaining floor instructors and other classroom—instructors will direct students and patrons nearest from of the building to the front exits and assemble them in front of the building for roll call.

Office personnel will exit through the nearest exit and assure that everyone has been evacuated.

A designated staff member will obtain the daily sign in sheet and appointment book before exiting in order to take roll call after exiting to assure all students and patrons have been evacuated.

If the fire is determined to 'be a small local fire, - use a nearby fire extinguisher to put the fire out, the fire department should still be called.

After evacuation all students and patrons will assemble in front of the building in the parking lot, away from the building so roll call can be taken. The director will determine whether or not school will continue for the day.

In case of an Earthquake:

If you are indoors, drop to the floor, Take cover under a sturdy desk, table or other furniture. Hold onto it and be prepared to move with it. Hold this position until the ground stops moving and it is safe to move. Stay clear of windows, heavy furniture and appliances. **DO NOT RUN OUTSIDE.** You may be injured by falling glass or debris.

If you are outside, get away from buildings and power lines; try to get to an open area.

Regularly scheduled fire and earthquake drills will take place in order to prepare students, staffs and patrons in emergency evacuation procedures.

LOCATION AND USE OF FIRE EXTINGUISHERS

There are three extinguishers locate in the front and back of school facility. One located right outside the Cosmetology room number 1, one locates next to the exit hallway and another locate in front of the storage room.

To Operate a Fire Extinguisher:

1. Pull the locking pin from the extinguisher handle.
2. Aim the extinguisher nozzle at the base of the fire.
3. Squeeze the lever or handle.
4. Sweep the spray from side to side at the base of the fire.

SABC's School Catalog is updated annually and reflects all information of the approved curricular programs of the school to provide students and other interested persons prior to enrollment

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that rules, regulations, and policies change from time to time and that these changes may alter the information contained in the school catalog.

Updated information about new and modified curricula, regulations, policies, procedures, dates, services and fees will be disseminated as addenda of the existing current catalog and will be part of the catalog's next publication date.

The school reserves the right to make changes to any policies and procedures at any time to comply with the laws, rules and regulations set forth by Bureau for Private Postsecondary Education (BPPE).

SANTA ANA BEAUTY COLLEGE

