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

## School Catalog & Student Handbook

Revised 10/01/2019

Valid from 10/01/2019 through 10/01/2020

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

Students may read or download the catalog from the school's website. You should thoroughly review this catalog and its contents to make an informed decision prior to enrollment. This catalog is updated annually and **MIXED Institute of Cosmetology & Barber** reserves the right to change, modify or amend information contained in this catalog during this catalog period.

Changes made to educational programs, educational services, procedures, or policies prior to the annual update, and as required to be included in the catalog by statute or regulation will appear at the time they are made as an insert or supplement

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*The information in this Catalog is true and correct in content and policy and as certified as true by the School CEO, Robert Brown 10/01/2019*

**Dear Student,**

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

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

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

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

Sincerely,

The MIXED Institute of Cosmetology and Barber Staff

## **APPROVALS**

This institution is accredited by the:

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

The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy.

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

**The United States Department of Education (ED),**  
**400 Maryland Ave. SW**  
**Washington DC 20202**

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

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

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

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

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

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

The following are state programs, bureaus, department or agencies which set minimum standards set forth by the California Private Postsecondary Education Act of 2009: The BOARD OF

BARBERING & COSMETOLOGY & BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, Sets minimum standards for your program of studies and minimum number of classes or class hours or minimum criteria necessary for licensure. Persons seeking to resolve problems or complaints should first contact the instructor in charge or School Director. Requests for further action may be made to Robert Brown/ CEO

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

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

### **BANKRUPTCY DISCLOSURE NOTICE**

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

### **PRIOR TO ENROLLMENT**

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

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

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

## **MISSION STATEMENT & EDUCATIONAL OBJECTIVES**

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

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

## **ADMINISTRATION**

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

## **FACULTY**

(Revised August 1, 2019)

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

<b><u>NAME</u></b>	<b><u>QUALIFICATIONS</u></b>	<b><u>TITLE</u></b>
Robert Brown	20+ years in the hair industry Another Look Salon Co-owner 18 years AA Degree-Sac City College	CEO/Director/Administration Financial Aid Manager
Maurice Burnett	30+ years in the hair industry Accomplished Masters Hair Cutter/Educator Co-Founder of Award Winning (BIA)	Director Administrator
Carnette Burnett	30+years in hair industry Co-Founder of Award Winning (BIA) Worked for many major hair product lines	Chief Academic Officer

Sharie Thompson	Co-Owner of Dream Girls Salon 15+ years in hair industry Majored in Business Marketing	Director of Marketing/ Student Advisor
Tracy Brown	20+ years in hair industry Another Look Salon Co- Owner 18 years Accomplished Master Hair Cutter/Educator	Director of Sales Administration
Keinya Beasley	17+ years in the hair industry Owner of Hair Addictions Design Studio Platform Artist/Classroom Educator	Academic Officer/NACCAS liaison
Randolph Johnson	Co-Owner of Hair Addictions Design Studio Promotions Director First Broadcasting Program Director/ Manager Diamond Radio B.A Sociology U.C Davis	COO Custodian of Records/Financial Aid Administrator
Tonya Thompson- Wilson	Co-Owner of Dream Girls Salon 15+ years Owner of Elementary Schools B.A. in Journalism & Minor in Sociology Background in Sales and Marketing	Director of Marketing
Corrynn Beals	14 years Licensed Cosmetologist	Operations Coordinator for Education/Instructor
Monica Vega	5 years School Administration/AA Business Administration	School Director Financial Aid Administrator
Andrea D White- Heedley	20 years licensed Cosmetologist 6 years teaching	Instructor
Jaymee Galvan	7 years Licensed Cosmetologist	Administration/ Instructor
Daniel Huttner	9 years Cosmetology and Barber license	Instructor
De Adrian Moore	15 years Licensed Barber & Salon Owner	Instructor
Herilinda Gonzalez	18 Years Financial Aid	Financial Aid Director
Desiree Ethley	10 years customer service and Licensed Cosmetologist	Admissions/Student Services
Alexis Henry	5 years Cosmetologist	Instructor



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

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

All Administrative offices may be reached at the following:

MIXED Institute of Cosmetology & Barber

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

## **CLASS SCHEDULES 2019**

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

Class Size Maximum Per instructor: Cosmetology 30 students; Barbering 30 students, Manicure 30 students, Barber Crossover 30 students.

## **FACILITIES**

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

## **EQUIPMENT**

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

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

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

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

Students at MIXED Institute of Cosmetology & Barber have access to the new library during school hours. There are many Cosmetology, Barber, Fashion, Motivational and Business-related books, magazines, articles and DVDs available. Students are required to present their student ID to Staff, who in turn input that

information, in order to check out supplies. We use an honor system at here, so there are no fines for late returns. DVDs and CDs are only available for use on school grounds. The Text Materials and Computers are always available for daily use during school hours. The library area is located at the back-right corner of the classroom. The new library area provides shelving for all library materials, Computers for online research and video screening, and a research area for print sources. The library subscribes to an array of online databases that can be accessed on school computers.

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

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

### **STUDENT HOUSING:**

**MIXED Institute of Cosmetology & Barber** does not have dormitory facilities under its control. Housing is available near the institution's facilities. Estimated costs for nearby housing can range anywhere between \$900 and \$1500 per month. **This institution takes no responsibility to find or assist in finding potential or current student housing.**

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

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

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

#### **Admission Policy**

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

- Must be 17 years of age; Proof of age may be documented by various means, including, but not limited to, birth certificate, driver's license, government-issued identification, birth registration, or passport etc.
- Successfully completed high school or its equivalent as evidenced by any of the items on the following list: copy of high school diploma, copy of GED certificate, or official transcripts showing high school completion.
- Evidence of completion of home schooling that state law treats as a home or private school.
- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- If enrolled under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.

NOTE-

Applicants of the Barber Crossover course must have completed 1600 hrs. at an approved school or have a valid Cosmetology license from the State of California Board of Barber and Cosmetology

***MIXED Institute of Cosmetology & Barber does not accept ability to benefit (ATB) students at this time.***

### **Admission Procedures**

1. Complete an Admissions Application form –Forms are given to Students once they come in for a school tour.
2. Submit a registration/application fee of \$100.00. This school accept payments in the form of cash, check, money order, cashier's check, or credit card. This fee is included in the total cost of attendance for your program. *This fee of \$100.00 is non-refundable.*
3. Submit Photo identification (e.g. Driver's license, Government Issued Identification Card, Passport or Military I.D.)
4. Provide an original, signed social security card. (*applicants without an original, signed social security card are not eligible to receive Federal Student Aid.*)
5. If applicant is an eligible non-citizen, they must provide alien documentation (e.g. valid green card, Alien Registration Card)
6. Students applying for Veterans Benefits are required to provide a DD214 (if applicable), Certificate of Eligibility, and ANY pervious training transcripts.
7. Personal Interview: Applicant must complete a personal interview with the admission's Coordinator prior to registration. They are evaluated by MIXED Institute staff throughout the admissions process to determine their enrollment eligibility. Applicants are notified within 24 hours of their personal interview of whether they have been accepted for enrollment by the institution.

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

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

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

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

### **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.

## **NOTICE OF AVAILABLE G.E.D. TRAINING**

Charles A. Jones Skills and Business Education Center  
5451 Lemon Hill Ave. Sacramento Ca 95824  
Phone 916-433-2600

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

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

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

All previous education and training must be evaluated by the school and the student and VA will be notified accordingly. A VA Student does not have the option to request that an evaluation not be conducted or that the course credit not be granted where appropriate.

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

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

**C** Students, who have temporarily withdrawn from school may be accepted for re- entry into the program of study and may be required to pay a \$250.00 re-entry fee and will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal. On a case-by-case base, mitigating circumstances may be considered. Former cosmetology, barber or manicure students returning to MIXED Institute within five years from their withdrawal date, will be allowed to use all clock hours and all operations and theory hours toward their educational requirements. MIXED Institute of Cosmetology & Barber reserves the right to reject students that have withdrawn from MIXED Institute of Cosmetology & Barber twice before. MIXED Institute of Cosmetology & Barber does not recruit students already attending or admitted to another school offering a similar program of study.

### **CREDIT EVALUATION**

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

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

The transferability of credits you earn at MIXED Institute of Cosmetology & Barber is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MIXED Institute of Cosmetology & Barber to determine if your credits, diploma or certificate will transfer.

The Institution has **NOT** entered into any articulation or transfer agreements with any other college or university.

## **HEALTH AND PHYSICAL CONSIDERATIONS**

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

## **LEARNING DISABILITIES**

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

## **STATEMENT OF NON-DISCRIMINATION AND SECTION 504/AMERICANS WITH DISABILITIES (ADA) POLICY**

MIXED Institute of Cosmetology & Barber does not discriminate in admission or access to our programs on the basis of age, religion, ethnicity, color, sex, disability, sexual orientation, gender identity, or national origin in its admissions, instruction, or graduation policies, and is committed to ensuring an educational environment free of sexual harassment, including sexual violence and to full compliance with Title IX of the Education Amendments Act of 1972 and other federal state laws governing such conduct..

If you would like to request academic adjustment or auxiliary aids, please contact the Director. You may request academic adjustments or auxiliary aids at any time. The School is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program.

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

**Robert Brown CEO**

**5950 Florin Rd ste 103**

**Sacramento Ca, 95823**

**[rtanotherlook@aol.com](mailto:rtanotherlook@aol.com)**

**9164215950**

**Carnette Burnett Education Director**

**5950 Florin Rd ste 103**

**Sacramento Ca, 95823**

**[Carnetteburnett5@icloud.com](mailto:Carnetteburnett5@icloud.com)**

**9164215950**

## **FOR HANDICAPPED STUDENTS**

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

MIXED Institute complies with the provisions of Section 504 of the Rehabilitation Act of 1973, and no qualified handicapped person is excluded from enrolling in a course of instruction by reason of their handicap. **MIXED Institute of Cosmetology & Barber** admits those handicapped individuals whose handicaps would not create a safety hazard to themselves or their classmates and would not interfere with their ability to benefit from the training offered through their classroom performance capabilities and have reasonable placement potential following graduation.

### **SCHOOL POLICY ON REHABILITATION SERVICES**

In order for MIXED Institute of Cosmetology & Barber to offer a quality educational program and for the student to be successful in their chosen career we find it necessary to develop a strong relationship with the vocational rehabilitation counselor. It is necessary for MIXED Institute to obtain the history of the applicant in order to fulfill our objective. Therefore, it is our policy for the applicant to sign a waiver releasing such information from the rehabilitation agency to MIXED Institute of Cosmetology & Barber.

### **MEDICATION**

All students must inform the School Director of all medication ingested during business hours. This includes prescription medication.

### **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.

Possessed, used, sold, furnished or being under the influence of any controlled substance, alcoholic beverage or intoxicant is not allowed on our campus. If a staff member suspects a student of being under the influence, they will subject to testing at the:

Sacramento Occupational Medical Group.  
5665 Power Inn Rd #120  
Sacramento Ca 95828  
9163876929

Students are required to report immediately and submit to medical testing. If a student refuses or doesn't immediately report to the testing facility, the student will be terminated. Student will not be allowed to return to school until the test results have been reviewed by the Administration and a decision is made.

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:

Sacramento Health and Human Services

7001 East Parkway A

Sacramento, CA 95823

(916) 875-5471

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

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 TO DETERMINE THEIR EFFICIENCY AND NEED FOR UPDATES. AS NEEDED, DATA IS UPDATED BIANNUALLY AND PROVIDED TO PROPECTIVE AND CURRENT STUDENTS VIA THE INSTITUTIONAL CATALOG. EMPLOYEES RECEIVED A COPY ON A HARD COPY ONCE A YEAR.

### **PROFESSIONAL ASSISTANCE**

From time to time, our students may require professional assistance or counseling in areas outside of our expertise. Outside referrals are made on a case by case as needed basis. Students needing outside professional assistance are counseled individually at their request. Should you need assistance with such a referral, please contact the educational systems manager.

### **ORIENTATION CLASS**

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

## **TEXTBOOKS, EQUIPMENT & SUPPLIES**

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

## **FRESHMAN/CORE CLASS Instruction**

The freshman curriculum for each of the course requires a specific number of hours of classroom lectures, demonstrations, and student practice. The freshman class introduces the basics you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basic for your future and career. The hours spent in the freshman class are as follows: **Cosmetology 320-hour, Barbering 300-hour and Barber Crossover 50-hour Manicure 80-hours. MIXED Institute of Cosmetology & Barber** considers the freshman classes to be the foundation for your future.

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

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

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



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

Adult students, parents of dependent minor students, have the right to inspect, review, and challenge information contained in the institution's student records. MIXED Institute of Cosmetology & Barber would require written consent from the student and/or parents of minor students before educational records may be disclosed to any third party with the exception of accrediting commissions or governmental agencies so authorized by law. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Access to files must be requested in writing, in letter form or on a form furnished by the institution. Access will be allowed within a reasonable period after verification of the right to inspect and arrangements have been made for proper supervision and interpretation of the records by an employee of the institution. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment and that are maintained by the institution. MIXED Institute of Cosmetology & Barber will keep these records for five (6) years from the last day of attendance. After this period, all student's transcripts are scanned and permanently stored digitally on the premises. The students are not entitled to inspect the financial records of their parents. All institution records related to accreditation (NACCAS) will be maintained from the effective date of the most recent grant or renewal of accreditation and in accordance with state and federal law. Newly accredited institutions that do not have a six-year accreditation history must maintain records from the Candidate Consultation visit forward. New request for inquiries should be addressed to: **Mr. Randy Johnson** - Custodian of Records MIXED Institute of Cosmetology & Barber 5950 Florin Rd. Suite 103 Sacramento CA. 95823

## **ENGLISH PROFICIENCY / VISA SERVICES**

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

## **JOB PLACEMENT ASSISTANCE**

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

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

**FINANCIAL AID**-MIXED Institute of Cosmetology & Barber- is currently able to offer financial aid to those who qualify.

## **CAREER COUNSELING AND PERSONAL ATTENTION**

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

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

January 21, 2020	July 7, 2020
February 18, 2020	August 18, 2020
March 10, 2020	September 10, 2019
April 14, 2020	October 22, 2019
May 19, 2020	November 12, 2019
June 16, 2020	December 10, 2019

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

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

## **EXAMPLE OF DAILY FULL-TIME SCHEDULE FOR COSMETOLOGY, BARBERING & MANICURE**

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

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

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

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

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

12:00pm	-12:15pm	-Roll Call
12:30pm	-1:30pm	-Theory
2:00pm	-2:15pm	-Break
2:30pm	-3:30pm	-Instruction/ Clinic floor
3:30pm	-3:45pm	-Lunch/Break
3:45pm	-4:30pm	-Demonstrations & Practice
4:30pm	-5:00pm	-Health & Safety/Sanitation

## **CALENDAR / HOLIDAYS:**

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

- Memorial Day
- Labor Day
- 4<sup>th</sup> of July

- Thanksgiving Day
- Christmas Day
- New Year's Day

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

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

**Grading System**

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

**Theory Grading**

90%-100%	A Excellent
80%-89%	B Above average
70%-79%	C Average
69%-or Below	D Unsatisfactory

**Practical grading**

10 Points 100%	A+ Exceptional
9 Points 90%	A Excellent
8 Points 80%	B Good
7 Points 70%	Average
Under 7 Points 60%	Unsatisfactory

**Progress Policy**

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

**Graduation Requirements and Diploma**

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

**SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. The instruction academic year for this school is 900 clock hours

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

The student must:

1. Maintain a cumulative academic average of "C" (70%) or better at the end of each of the

- evaluation period.
2. Maintain a cumulative average attendance level of at least **67%** of the scheduled hours at the end of each of the evaluation periods.
  3. Complete the course within a maximum time frame of one and one-half (1½) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 44 weeks (including grace time for absences), he or she must complete within 66 weeks.
  4. Must Review and sign the SAP evaluation form at the end of the evaluation period.

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

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, 1250	clocked (actual clocked) hours
Manicure	175, 350	clocked (actual clocked) hours
Barbering	450, 900, 1200	clocked (actual clocked) hours
Barber Crossover	75,150	clocked (actual clocked) hours

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

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

### **ACEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

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

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours

scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**MAXIMUM TIME FRAME**

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

<b>COURSE</b>	<b>HOURS</b>	<b>WEEKS</b>	<b>MAXIMUM TIME ALLOWED SCHEDULED</b>
Cosmetology (Full time, 37.5 hrs/wk)	1600 Hours	64 Weeks	2400
Cosmetology (Part time, 20 hrs/wk)	1600 Hours	120 Weeks	2400
Manicure (Full time, 37.5 hrs/wk)	400 Hours	16 Weeks	600
Manicure (Part time, 20 hrs/wk)	400 Hours	30 Weeks	600
Barbering (Full time, 37.5hrs/wk)	1500 Hours	60 Weeks	2250
Barbering (Part time. 20hrs/wk)-	1500 Hours	112.5 Weeks	2250
Barber Crossover (Full time 37.5hrs/wk)	200 Hours	8 Weeks	300
Barber Crossover (Part time 20 hrs/wk)	200 Hours	15 Weeks	300

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

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

**DETERMINATION OF PROGRESS STATUS**

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

**WARNING**

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

**PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be not making satisfactory academic progress, but eligible to receive Title IV assistance while during the probationary period, if the student appeals the decision, and prevails upon appeal. The institution will determine that SAP standards can be met by the end of the subsequent evaluation period prior to placing a student 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 SATISFACTORY ACADEMIC PROGRESS**

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

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

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

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

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

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

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

### **APPEAL PROCEDURE**

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

### **REINSTATEMENT:**

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

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

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

### **TRANSFER HOURS**

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

### **RE-ENTERING:**

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

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

All lesson assignments missed during any period of absence must be made up. Make-up work will not be permitted during class hours. A record of make-up work is maintained for each student who is required to perform this type of work. To avoid excessive overtime charges and to ensure an on-time graduation, student can make up hours during course times the student is not normally scheduled for attendance or Tuesdays during our assigned make up hours.

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

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

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

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

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

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

- Innovation – Being creative and alternative thinking to develop ideas for and answers to work related problems.
- Concern for others – Being sensitive to others’ needs and feelings and being understanding and helpful on the job.
- Social orientation – Preferring to work with others rather than alone, and being personally connected with others on the job.
- Independence – Developing one’s own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Initiative – Willingness to take on responsibilities and challenges.
- Stress tolerance – Accepting criticism and dealing calmly and effectively with high stress situations.
- Achievement/Effort – Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

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

## **COSMETOLOGY**

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

#### **Course Description:**

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

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

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

#### **Course format:**

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

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

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



**Performance Objective**

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

**Skills to Be Developed**

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

**Attitudes and Appreciations to be developed**

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

**Grading System**

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

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

**Cosmetology Course Contents:**

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

<b>Subject:</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operations</b>	<b>Estimated hours of course</b>
<b>TECHNICAL INSTRUCTION IN HEALTH AND SAFETY</b>	<b>200 hours</b>		
1. The Barbering and Cosmetology Act and the Department's Rules & Regulations;	20		20
2. Cosmetology Chemistry: (shall include the chemical composition and the purpose of cosmetic, nail, hair and skin care preparations. It shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter);	20		40
3. Health and Safety/Hazardous Substances: (shall include training in chemical and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries health and safety laws and agencies, ergonomics and communicable diseases);	45		45
4. Theory of Electricity in Cosmetology: (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment);	5		5
5. Disinfection and sanitation. (It shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all Necessary functions for disinfecting instruments and equipment as specified in sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before the use of all instruments and equipment);	20	10	75
6. Bacteriology, anatomy, and physiology;	15		15
<b>TECHNICAL INSTRUCTION AND PRACTICAL TRAINING IN HAIRDRESSING</b>	<b>1,100 hours</b>		
7. Wet Hair Styling: (shall include hair analysis, shampooing, finger-waving, pin curling, and comb-outs);	25	200	290
8. Thermal Hair Styling: (shall include hair analysis, straightening waving, curling with hot combs and hot-curling irons, and blower styling). a. Thermal styling b. Press and curl	20 20	40	240
9. Permanent Waving: (shall include hair analysis, chemical and heat permanent waving);	20	80	150
10. Chemical Straightening: (shall include hair analysis, and the use of sodium hydroxide and other base solutions);	20	25	100
11. Haircutting: (shall include hair analysis, and the use of the razor, scissors electric clippers, and thinning shears, for wet and dry cutting);	20	80	150
12. Hair coloring and bleaching: (It shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses). a. Hair coloring; b. Bleaching;	60	50	120
13. Scalp and Hair Treatments: (shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments);	5	20	50
<b>TECHNICAL INSTRUCTION AND PRACTICAL TRAINING ESTHETICS</b>	<b>200 hours</b>		
14. Facials: a. Manual: (shall include cleansing, scientific manipulations, packs, and masks); b. Electrical: (shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes) however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the	5 10	10 15	15 25

<p>purpose of contracting, the muscles of the body or face;</p> <p>c. Chemicals: (shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operation must be performed in accordance with Section 992 regarding skin peeling);</p>	10	15	25
15. Eyebrow Arching and Hair Removal: (shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair);	10	20	30
16. Make-up: (shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes);	15	10	105
<b>TECHNICAL INSTRUCTION AND PRACTICAL TRAINING IN MANICURING AND PEDICURING</b>	<b>100 hours</b>		
17. Manicuring and Pedicuring:			
d. Water and Oil Manicure, including nail analysis, and hand and arm massage;	5	15	50
e. Complete Pedicure, including nail analysis, and foot and ankle massage;	5	10	
f. Artificial Nails:			
i. Acrylic Liquid and Powder Brush-on	10	50 nails	
ii. Artificial Nail Tips	10	50 nails	
iii. Nail Wraps and Repairs	5	20 nails	
18. Additional Training: (This training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, client service, seeking employment, preparing a resume, payroll deductions modeling, reception desk, care and styling of wigs and other matters related to the cosmetology field. It may also include not more than sixteen (16) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record). No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, toilets or windows.	50		50
<b>COMBINED TOTAL</b>	<b>1,600 hours</b>		<b>1600 hours</b>

### **Graduation Requirements:**

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

### **Licensure Requirements**

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

- Be at least 17 years of age
- Have completed the 10th grade in a public school or its equivalent
- Has committed no acts or crimes constituting grounds for denial of licensure under Section 480

of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board ([www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) or Ph. 800-952-5210) prior to signing their enrollment agreement.

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

## **BARBERING**

### **Barbering Course: (1,500 Clock Hours)**

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

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act.

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

Technical instruction means instruction by demonstration, lecture, classroom participation, or examination.

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

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

#### **Educational Goals and Program Objectives:**

##### **Performance Objective**

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

#### **Skills to Be Developed**

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

## Attitudes and Goals

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

### Grading System:

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

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

### Requirements for Satisfactory Completion of the Barbering Course:

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

### Course Requirements:

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

Subjects	Minimum Technical Instructional Hours	Minimum Practical Operations	Estimated hours of course
<b>1 Hairdressing-1100 hours of technical &amp; practical training</b>	<b>1100 Hours</b>		
<b>Hairstyling</b> -hair analysis, shampooing finger waving, pin curling, comb outs, straightening, waving curling with hot combs and hot curling irons and blower styling	65	240	305

<b>Permanent Waving</b> -hair analysis, acid and alkaline permanent waving, chemical straightening including sodium hydroxide and other base	40	105	245
<b>Hair Coloring and Bleaching</b> -use of semi-permanent, demi-permanent and temporary color, PD and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights	60	50	200
<b>Hair Cutting</b> -use of scissors, razor (shaper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting	20	80	350
<b>2 Shaving-200 hours of technical &amp; practical training</b>	<b>200 hours</b>		
Preparation and performance-preparing hair for shaving, assessing the condition of the clients skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the clients face, rolling cream massages	100	40	200
<b>3. Health &amp; Safety-200 Hours of technical instruction</b>	<b>200 Hours</b>		
Law & Regulations-BBC Act and BBC rules and regulations	20		20
Health & Safety Considerations –training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis	45		45
Disinfection&Sanitation-properprocedures to protectthehealthandsafetyof the consumer as well as the technician, proper disinfection procedures for equipment used in establishments	20		20
Anatomy & Physiology-human anatomy, human physiology	15		15
<b>4 Communication Skills &amp; Career Development</b> -Includes professional ethics, effective communication and human relations, salesmanship, client record keeping, decorum, basic tax information relating to booth renters, independent contractors, employees and employers, licensing requirements and regulations.	100		100
<b>COMBINED TOTAL</b>	<b>1,500 hours</b>		<b>1,500 hours</b>

### **Graduation Requirements:**

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

### **Licensure Requirements**

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

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

# BARBER CROSSOVER

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

### **description and format:**

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

### **Instructional Methods used:**

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

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

### **Educational Goals and Program Objectives:**

#### **Performance Objective**

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

#### **Skills to Be Developed**

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

#### **Attitudes and Goals**

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

### **Grading System:**

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

system detailed below is the system utilized in the school.

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

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

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

**Course Requirements**

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

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

**Graduation Requirements:**

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

**Licensure Requirements:**

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

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



curriculum. A license will be granted to those scoring 75% or higher on the exam

## **MANICURE**

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

#### **Course description:**

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

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

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

#### **Course format:**

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

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

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

##### **Performance Objective**

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

##### **Skills to Be Developed**

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

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

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

### Grading System:

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

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

### Manicure Course Contents:

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

Subject:	Minimum Hours of Technical Instruction	Minimum Practical Operations	Estimated hours of course
<b>TECHNICAL INSTRUCTION IN HEALTH AND SAFETY</b>	<b>100</b>		
1. The Barbering and Cosmetology Act and the Department’s Rules and Regulations.	10		10
2. Cosmetology chemistry related to manicuring practices: (shall include the chemical composition and purpose of nail care preparations);	10		10
3. Health and Safety/Hazardous Substances: (shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases including HIV/AIDS and Hepatitis B);	15		15
4. Disinfections and sanitation: (shall include procedure to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specific in Section 979 and 980. Disinfections should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment);	20	10	5
5. Bacteriology anatomy and physiology;	10		10
<b>TECHNICAL INSTRUCTION AND PRACTICAL TRAINING NAIL</b>	<b>300 Hours</b>		
6. Water and oil manicures: including hand and arm massage;	30	40	95

7. Complete pedicure: including foot and ankle massage.	30	15	65
8. Application of artificial nails		5	
a. Acrylic: Liquid and powder brush-ons	15	80 nails	5
b. Nail tips	10	60 nails	
c. Nail wraps and repairs	5	40 nails	
9. Additional Training: (this training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, and client service, seeking employment, preparing a resume, payroll deductions modeling, reception desk, and other matters related to the manicuring field. It may also include not more than eight (8) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record). No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, toilets or windows	25	15	50
<b>COMBINED TOTAL</b>		<b>400 hours</b>	<b>400 hours</b>

**Graduation Requirements:**

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

**Licensure Requirements:**

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

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

## TUITION AND FEE SCHEDULE

<b><u>COSMETOLOGY</u></b> (1600 hrs.)	12 Months/ 45-55 Instructional Weeks
Registration	\$100.00 (Due to start application process) (non-refundable)
Textbook/review/workbook	\$650.00 Textbooks prices fluctuate
Student Kit	\$1,005.00 non-refundable upon removal form packaging
Smock	\$60.00 non-refundable upon removal form packaging
Roll-About	\$225.00 (non-refundable)
STRF Fee	\$0.00 (Due at starting) (non-refundable)
Tuition	\$17,260.00
<b>Total Charges for Period of Attendance \$4,854.38</b>	
<b>Estimated Due for the entire Program \$19,300.00</b>	

<b><u>BARBERING</u></b> (1500 hrs.)	10 Months/ 40-50 Instructional Weeks
Registration	\$100.00 (Due to start application process) (non-refundable)
Textbook/review/workbook	\$550.00 Textbooks prices fluctuate
Student Kit	\$1,125.00 non-refundable upon removal form packaging
Smock	\$60.00 non-refundable upon removal form packaging
Roll About	\$225.00 (non-refundable)
STRF fee	\$0.00 (Due at starting) (non-refundable)
Tuition	\$15,840.00
<b>Total Charges for Period of Attendance \$4,752.00</b>	
<b>Estimated Due for the entire Program \$17,900.00</b>	

<b>MANICURE</b> (400 hrs.)	4 Months/16-24 Instructional Weeks
Registration	\$100.00 (Due to start application process) (non-refundable)
Textbook/review/workbook	\$370.00 (Due at signing) non-refundable Textbooks prices fluctuate
Student Kit	\$385.00 (Due at starting) non-refundable upon removal from packaging
Smock	\$45.00 (Due at starting) non-refundable upon removal from packaging
STRF fee	\$0.00 (Due at starting) (non-refundable)
Tuition	\$1,200.00
<b>Total Charges for Period of Attendance \$525.00</b>	
<b>Estimated Due for entire Program \$2,100</b>	
<b>Minimum payments Due Prior to commencement of classes \$700.00</b>	

Students may pay **tuition** at \$700.00 down payment (Due at signing) and **8 payments of \$175.00 per month plus interest starting on the 2nd month of enrollment.** Payments are due each month between the 10th and the 15th day of the month for (8) months. Prior arrangements must be made in the office for payment. Overtime fees- \$6.25 per hr. over your scheduled completion date.

<b>BARBER Crossover</b> (200 hrs.)	2 Months/ 8-10 Instructional Weeks
Registration	\$100.00 (Due to start application process) (non-refundable)
Textbook/review/workbook	\$550.00 (Due at signing) non-refundable Text Book Prices fluctuate
Student Kit	\$1,125.00 (due at starting) non-refundable upon removal from packaging
<b>STRF fee</b>	<b>\$0.00 (Due at starting) (non-refundable)</b>
<b>Tuition</b>	<b>\$2020.00</b>
<b>Total Charges for Period of Attendance \$948.75</b>	
<b>Estimated Due for the entire Program \$3,795.00</b>	
<b>Minimum payments Due Prior to commencement of classes \$800.00</b>	

Students may pay tuition at \$800.00 down payment (Due at signing) and ten (10) payments of \$299.50 per month starting on the 2nd month of enrollment. Payments are due each month between the 10th and the 15th day of the month for the next ten (10) months. Prior arrangements must be made at the office for payments plans. Overtime fees- \$6.25 per hr. over your scheduled completion date.

**Note:**

Students that choose our TFC payment option may also pay some interest.

Room and Board NOT Offered

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

Once issued, the texts and supplies are not returnable due to sanitary considerations. Books are nonrefundable if they cannot be re-sold as new books.

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

**\*\*TEXTBOOKS, EQUIPMENT & SUPPLIES\*\***

Students are responsible for purchasing their own supplies needed for their educational course. A list of the supplies required will be provided to the student before enrolling in the course of study. If the student chooses to purchase the supplies needed from the school, the cost will be added to their enrollment agreement charges. If the student is eligible for financial aid, he/she may use some of this money to pay off the account since it is a direct cost of education. The student may apply for the credit by going to the Financial Aid Office.

**FINANCIAL INFORMATION & FINANCIAL ASSISTANCE****FINANCIAL AID INFORMATION**

Schools recognize that in many instances individuals and their families are not able to meet the entire cost of education. Therefore, the Financial Aid Office will assist students with the process of applying for Federal Student Aid. The Financial Aid Administrator (FAA) is the designated official at the school for consumer information, and students or parents with questions should not hesitate to contact the FAA by simply calling the school's main number, located on the school's website, and asking to be connected to the Financial Aid Office.

**TYPES OF FEDERAL FINANCIAL AID PROGRAMS and MIXED Institute of Cosmetology's Eligibility for Title IV Funds**

To be eligible to receive Title IV funds, federal and state regulations require that institutions admit, as regularly enrolled students, persons who have a high school diploma or its recognized equivalent and who are beyond the age of compulsory attendance within that state.

Eligibility for Federal Student Aid is based on financial need and several other factors. Generally, to be eligible for Federal Student Aid, a student must:

- Demonstrate financial need (except for certain loans).
- Have a high school diploma or a General Education Development (GED) certificate or state-specific equivalency credential or complete a high school education in a home school setting that is treated as such under state law.
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number.
- Register with the Selective Service if required. A student can use the paper or electronic FAFSASM to register, register at [www.sss.gov](http://www.sss.gov), or call 1-847-688-6888, or call Toll Free 1- 888-655-1825. (TTY users can call 1-847-688-2567.)
- Maintain satisfactory academic progress once in school.
- Certify that he or she is not in default on a Federal student loan and does not owe money on a Federal

student grant.

- Certify that he or she will use Federal Student Aid only for educational purposes.
- The student will need to complete a Free Application for Federal Student Aid (FAFSA) form in order to apply for Federal Student Aid. These forms can be found on the Department of Education's website, [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Ask the financial aid advisor for your school's code. The student's actual eligibility amounts will be determined from the information reported on the FAFSA.

## **GRANTS**

### **Federal Pell Grant**

The Pell grant is gift assistance that does not have to be repaid. Pell grants are awarded to students who have a financial need as determined by the U.S. Department of Education standards. Annually, the U.S. Department of Education determines student eligibility for this grant. For the 2018-19 award year, the minimum grant for a full-time student is \$652 and the maximum grant is \$6,095.

A student is eligible to receive a Pell grant for up to 12 semesters or the equivalent. If a student has exceeded the 12-semester maximum, he or she will lose eligibility for additional Pell grants. Equivalency is calculated by adding together the percentage of Pell eligibility that he or she received each year to determine whether the total amount exceeds 600%.

For example, if Bill's maximum Pell grant award amount for the 2017-18 school year was \$6,095, but he only received \$3,048 because he was only enrolled for one semester, he would have used 50% of his maximum award for that year. If during the following school year (2018-2019), he were to enroll three-quarter time for the entire year, he will use 75% of his maximum award for that year. Together, he will have received 125% out of the total 600% lifetime limit.

### **150% Lifetime Pell Grant Eligibility**

To be eligible for additional Pell Grant funds, the student must be otherwise be eligible to receive Pell Grant funds for the payment period and must be enrolled at least half-time. The payment periods for which the student receives the additional Pell Grant funds in excess of 100% of the student's Pell Grant scheduled award. For example: A student who is eligible for additional Pell Grant funds, the institution must pay the student all of the student's eligible Pell Grant funds, up to 150% of the student's Pell Grant's scheduled award for the aid year.

### **Federal Supplemental Education Opportunity Grant (FSEOG)**

MIXED Institute of Cosmetology Technical School has been initially approved to beginning participation in the FSEOG Campus based grant program effective July 1, 2019. Please contact the Financial Aid Office with any inquires.

## **Work Study**

### **Federal Work Study**

We are currently not participating in the federal work study program.

## **LOANS**

Federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment, income-contingent repayment plans, and loan forgiveness benefits,

which other student loans are not required to provide. Federal Direct Stafford loans are available to students regardless of income. Before taking out loans, students should visit the Department of Education's Federal Student Aid website at <http://studentaid.ed.gov/types/loans> to learn more.

### **Subsidized Federal Direct Stafford Loan**

The Subsidized Federal Direct Stafford Loan program provides low interest loans through the U.S. Department of Education's Direct Loan Program. The maximum annual loan amount for undergraduate students is \$3,500 for the first academic year, less origination and other fees (if applicable). Beginning July 1, 2012, only undergraduate students are eligible for subsidized loan funding. The Federal government pays the interest while the student is in school, in-grace, and during deferment periods. Effective for loans disbursed on or after July 1, 2012, interest begins accruing on these loans when the student graduates or drops below half-time enrollment status. The minimum repayment amount is \$50 per month, but it may be greater depending on the amount borrowed. However, subsidized Federal Direct Stafford loans provide many flexible repayment plans as outlined in the loan counseling materials. Payments are based on the repayment plan selected by the student. For undergraduate subsidized loans first disbursed on or after 7/1/2017, the interest rate is fixed at 5.05%. Borrowers with other outstanding loans may be able to consolidate eligible loans and make only one monthly payment. Please refer to the loan entrance counseling materials found at <https://studentloans.gov/> for additional information.

### **Unsubsidized Federal Direct Stafford Loan**

The Unsubsidized Federal Direct Stafford Loan program provides additional loan funding to students who do not qualify for a full Subsidized Stafford Loan or who need additional loan funding. The Federal government does not pay the interest on unsubsidized loans while the student is in school, in-grace, and during deferment periods. Student loan borrowers are responsible for all interest that accrues on the loan while in school, in-grace, and during deferment periods. The student may elect to make interest payments while in school to avoid the capitalization of interest and to lower the overall repayment debt. Typically loan repayment will begin six months after the student leaves school or attends less than half time. Undergraduate independent students can borrow up to \$9,500 (Subsidized and Unsubsidized combined) for the first academic year, of which no more than \$3,500 can be subsidized. Undergraduate dependent students can borrow up to \$5,500 (Subsidized and Unsubsidized combined) for the first academic year, of which no more than \$3,500 can be subsidized. Graduate students may borrow up to \$20,500 per academic year, depending on eligibility. For undergraduate unsubsidized loans first disbursed on or after 7/1/2017, the interest rate is fixed at 5.05%. For graduate unsubsidized loans first disbursed on or after 7/1/2017, the interest rate is fixed at 6.60%.

Please see the Financial Aid Administrator at the school to receive further information regarding the maximum Unsubsidized Federal Direct Stafford annual loan amounts for second or subsequent academic years.

### **Parent PLUS Federal Loan**

The Federal PLUS loan is a credit-based loan, available to parents who wish to apply for additional assistance for their dependent child's education. The amount of the PLUS loan cannot exceed the student's cost of attendance less other student aid awarded. PLUS loans through the Direct Loan Program first disbursed on or after 7/1/2017 will have a fixed interest rate of 7.60%. The first payment will be due within 60 days after the final loan disbursement. Payments will include both principal and accumulated interest.



## **Parent PLUS Master Promissory Note (PLUS MPN)**

For parent PLUS loans made under the multi-year feature of the MPN, the regulations that govern the loan programs require the financial aid office at the school to document an active confirmation of parent PLUS loan funds via an estimated award letter. The confirmation process is to provide a means for the parent borrower to accept or decline a PLUS loan made for a student's subsequent academic year. This assists in providing the parent borrower with greater control and understanding of PLUS loan debt.

## **Graduate PLUS Federal Loan**

Not available because we do not offer graduate-level degree programs.

## **STATE AND LOCAL AID, SCHOOL AID AND OTHER PRIVATE AID PROGRAMS**

The school catalog, available on the schools' website, lists other aid programs which may be available such as State and Local Aid, School Aid, and other Private Aid programs to enrolled students. Students should review the school catalog and see the Financial Aid Office for additional information on current aid programs.

## **PRIVATE LOANS**

Private loans may have fixed or variable interest rates. Private student loan lenders can offer variable interest rates that can increase or decrease over time, depending on market conditions. The interest rate on a private loan may depend on the borrower's credit rating. Private student loans have a range of interest rates and associated fees. Students should determine the interest rate of, and any fees associated with, a private student loan prior to accepting the loan as part of a financial aid award package. Questions regarding private student loans should be directed to the lender or to the school's Financial Aid Office.

## **APPLYING FOR FEDERAL STUDENT FINANCIAL AID**

Each student interested in receiving financial assistance must submit the Free Application for Federal Student Aid (FAFSA) or provide a copy of the Student Aid Report (SAR) if the FAFSA was previously completed for the current award year. The Financial Aid Office will use the results of the FAFSA to determine the student's financial aid eligibility.

A student's application may be selected for a process known as verification. The verification process requires the school to validate certain information submitted on the FAFSA. The student will be required to submit supporting documentation. Financial assistance will not be awarded until the verification process has been completed.

Students should refer to [www.studentaid.ed.gov](http://www.studentaid.ed.gov) website, which is sponsored by the U.S. Department of Education, for more detailed information.

## **METHODS OF DISTRIBUTING AID AMONG STUDENTS**

Students should visit the Financial Aid Office to determine which of the three methods described below is used at the school.

### **Federal Aid**

Federal Aid is distributed to students who complete the Free Application for Federal Student Aid (FAFSA) and meet the eligibility criteria as further described within the application instructions. Students should visit

[www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) or the financial aid office for an application.

## **State Aid**

State Aid is distributed to students who meet the eligibility criteria as described in the specific state aid program requirements. Students should visit the Financial Aid Office for additional information on available state aid programs.

## **Institutional Aid (Scholarships)**

The school may offer various types of scholarships to students enrolled in specific programs of study or who have met specific academic standards. The number of scholarship recipients varies from year to year depending on the funding available and the number of eligible applicants. For additional information on available institutional scholarships students should contact the Financial Aid Office at the school. Students are also encouraged to seek additional scholarship programs not administered or awarded by the school.

## **STATEMENT REGARDING CREDIT BALANCES**

A Statement of Student Authorization of Title IV Credit Balances is provided to students by the Financial Aid Office after enrollment. Students and parents (of a dependent student applying for PLUS loans) review the statement, select the appropriate authorization categories, and provide the signed form to the Financial Aid Office. For continuing students who previously signed this statement, the initial authorization will continue to be valid for subsequent award years or enrollment periods. The authorization categories available for student/parent selection are as follows:

\*Based on student's authorization, the school will retain any existing credit balance on the account to be applied to allowable future charges to assist students in managing those funds or to be disbursed at their request.

\*In the event that funds are not requested prior to leaving the school, the student or parent can authorize the school to return the credit balance to the lender as prepayment of the student loan.

\*The school will retain interest earned on the credit balance while the funds remain on the account.

\*A student or parent may modify their authorization at any time by visiting the financial aid office and completing a new form.

## **TERMS AND CONDITIONS OF FEDERAL WORK STUDY EMPLOYMENT AS PART**

### **OF THE FINANCIAL AID PACKAGE**

The Federal Work Study (FWS) program provides jobs to undergraduate and graduate students to assist them in meeting their educational expenses. To qualify for FWS program funds, the student must meet the eligibility requirements for Federal Student Aid. The amount of FWS for which a student is eligible depends upon:

\*Degree of demonstrated financial need.

\*Availability of FWS funds at the school.

\*Availability of jobs and scheduling which do not conflict with the student's class schedule. Federal Work Study jobs may be located on or off campus. The school may set the work schedule. The Financial Aid Administrator will take into consideration need, class schedule, health, and academic progress prior to arranging a job and assigning work hours. The school must inform the student of the terms and conditions of employment that are part of the financial aid package.

Undergraduate students will be paid on an hourly basis. They will be paid at least the current Federal

minimum wage and at least once a month.

If FWS is part of the aid package, the student will receive notification via the job description and other notification which lists the amount of the award scheduled for the student.

## **TERMS AND CONDITIONS UNDER WHICH STUDENTS RECEIVE FEDERAL LOANS**

The Federal loan programs provide funds to undergraduate and graduate students to assist them in meeting their educational expenses. To qualify for Federal Loan program funds, the student must meet the eligibility requirements for Federal Student Aid as well as the loan program specific terms and conditions specified below:

### **Federal Direct Loan**

\*The student (parent in the case of PLUS loans) must complete and sign a valid Master Promissory Note.

\*The student must be enrolled at least half-time to receive Direct Loan program funds. A student whose enrollment status is below half-time is not eligible for Direct Loan program funds. If eligibility is lost due to being enrolled less than half-time, a student can regain eligibility if enrolled at least half-time during a subsequent period of enrollment.

\*A student who is borrowing a loan for the first time is required to participate in loan entrance counseling prior to the first disbursement of the loan. The first disbursement of a loan cannot be made earlier than 30 days after the start of the term or period of enrollment.

\*Financial Aid Administrators may not perform credit checks on students in connection with awarding them Direct Loan program funds, except in cases of graduate PLUS loans.

\*A student borrower who is in default on a Federal student loan is not eligible for additional Direct Loan funds unless eligibility is regained by resolving the existing default.

Perkins Loan (if applicable)

Students should refer to the school catalog for determining whether Perkins loan funds are available at the institution.

\*Undergraduate and graduate level students who demonstrate exceptional need (as defined by the school) have priority to available Perkins Loan funds.

\*A student borrower who is in default on a Federal student loan is not eligible for Perkins loan funds unless eligibility is regained.

\*Unlike the Direct Loan program, a student does not have to be enrolled at least half time to be eligible to receive a Perkins loan.

## **FINANCIAL AID LOAN MANAGEMENT**

Each first-time student borrower is required to complete loan entrance counseling conducted individually, in a group, or online. The interview will include an explanation of the use of a Master Promissory Note (MPN), the importance of the repayment obligation, a description of the consequences of default, sample repayment schedules, information in reference to borrower's rights and responsibilities, as well as other terms and conditions.

Upcoming graduates, students who officially withdraw, or students who cease to attend at least half-time will be required to complete the exit counseling session. Students who leave school without attending an exit counseling session will receive an exit counseling package mailed by the campus. Exit counseling addresses topics such as the requirement to repay the loan, repayment plans, updating contact and demographic information, the consequences of default. Please see The Financial Aid Loan Exit Counseling section below for additional information.

## Loan Repayment Obligation and Repayment Options

Students who receive Federal student loans sign a Master Promissory Note (MPN) which states the student is obligated to repay the student loan funds regardless of the student's graduation, withdrawal from school, or inability to obtain employment.

The Federal Direct Stafford Loan program offers students many different repayment options. Students are responsible for selecting the appropriate payment plan to suit their needs. The school's Financial Aid Office is available to review the different repayment options. If at any time a student becomes delinquent on a loan, it is the student's responsibility to contact the school or lender to determine what options are available to the student.

### Financial Aid Loan Entrance Counseling

The following information will be included in the Loan Entrance Counseling that is available online at [www.studentaid.gov](http://www.studentaid.gov). First-time student borrowers will be directed to complete entrance counseling prior to the first disbursement of loan funds.

- \*Explanation and use of the Master Promissory Note (MPN).
- \*Effect of accepting the loan on eligibility for other aid.
- \*Seriousness and importance of the repayment obligation.
- \*Option of paying interest on Unsubsidized Stafford and Graduate PLUS loans while in school.
- \*Interest accrual process and interest capitalization when a borrower elects not to pay interest or if the interest is not paid by the US Department of Education.
- \*Definition of half-time enrollment.
- \*Consequences of not maintaining at least half-time enrollment.
- \*Importance of contacting the appropriate office at the school if the student plans to withdraw before completing the academic program to allow the school to provide exit counseling to the borrower.
- \*Obligation to repay the loans even if: the borrower does not complete the program or does not complete the program within the regular time for completion, is unable to find employment, is dissatisfied with the school/program, or does not receive the services purchased from the school.
- \*The importance of repayment and the consequences of default, including adverse credit reports, Federal offset, and other Federal delinquent debt collection procedures and litigation.
- \*Sample monthly repayment amounts based on a range of levels of indebtedness or the average cumulative indebtedness of other loan borrowers within the same academic program as the borrower.
- \*Information regarding the National Student Loan Data System (NSLDS) and how a borrower can access and monitor his or her loan records.
- \*Name and contact information of the person the student can contact with questions regarding rights and responsibilities or loan terms and conditions.
- \*For first-time borrowers, explanation of the limitation on eligibility for Direct Subsidized Loans and possible borrower responsibility for accruing interest, including:
  - (1) the possible loss of eligibility for additional Direct Subsidized Loans;
  - (2) how a borrower's maximum eligibility period, remaining eligibility period, and subsidized usage period are calculated;
  - (3) the possibility that the borrower could become responsible for accruing interest on previously received Direct Subsidized Loans and the portion of a Direct Consolidation Loan that repaid a Direct Subsidized Loan during in-school status, the grace period, authorized periods of deferment, and certain periods under the Income-Based Repayment and Pay As You Earn Repayment plans; and
  - (4) the impact of borrower responsibility for accruing interest in the borrower's total debt.

### Financial Aid Loan Exit Counseling

Students are required to attend a financial aid loan exit counseling session prior to graduating or shortly before ceasing enrollment of at least half-time study. Students who seek withdrawal from the school should see the Financial Aid Office to obtain exit counseling. Several topics presented at the entrance counseling session are again presented at the exit counseling. Exit counseling is required for all graduated, withdrawn, or dismissed students prior to exiting the institution as well when a student ceases to attend at least half-time. If a student leaves school or chooses to postpone their education, the student should meet with a Financial Aid Administrator to understand the financial impact of this decision and to attend loan exit counseling. Exit counseling includes the following information:

- \*Explanation of all repayment plans available.
- \*Comparison of each type of repayment plan, including average projected monthly payments and the difference in interest and total payments.
- \*Explanation of the terms and conditions to obtain full or partial loan forgiveness or discharge.
- \*Explanation of the terms and conditions under which a borrower may obtain a deferment or forbearance.
- \*Debt management strategies to assist the student in successful loan repayment.
- \*Information regarding the average anticipated monthly repayment amount based on the student loan borrower's actual indebtedness or the average indebtedness of student borrowers in the same academic program receiving the same types of loans.
- \*A review of the Master Promissory Note (MPN) and the student's obligation to repay the loan.
- \*Explanation of the student's responsibility to repay the loan even if the student did not complete the program, did not complete the program within the regular completion time for that program, is unable to obtain employment, or is dissatisfied with the education received.
- \*Explanation regarding the consequences of default, including adverse credit reports, Federal offset, other Federal delinquent debt collection procedures and litigation under Federal law.
- \*Effects of loan consolidation, including the effect on total interest and fees to be paid, length of the repayment term, effect on borrower benefits on underlying loans (grace periods, deferment, loan forgiveness, and loan discharge), option to prepay or change repayment plans, and how borrower benefits may differ between lenders.
- \*Explanation of the tax benefits available to the student.
- \*Information concerning the National Student Loan Data System (NSLDS) and how the student can use NSLDS to access his or her records.
- \*Information regarding the services offered by the student loan Ombudsman's Office.
- \*Information containing: (1) descriptions of federal student assistance programs, (2) the rights and responsibilities of student and institutional participants, (3) ways in which students and prospective students can assess the debt burden and monthly and total repayment obligations for their loans.
- \*For first-time borrowers, explanations of
  - (1) how a borrower's maximum eligibility period, remaining eligibility period, and subsidized usage period are calculated;
  - (2) the sum of the borrower's subsidized usage periods at the time of exit counseling;
  - (3) the consequences of continued borrowing or enrollment including: (a) the possible loss of eligibility for additional Direct Subsidized Loans and (b) the possibility that the borrower could become responsible for accruing interest on previously received Direct Subsidized Loans and the portion of a Direct Consolidation Loan that repaid a Direct Subsidized Loan during in-school status, the grace period, authorized periods of deferment, and certain periods under the Income-Based Repayment and Pay As You Earn Repayment plans;
  - (4) the impact of borrower becoming responsible for accruing interest on total student debt; and
  - (5) the Department of Education will notify the student borrower whether he or she is responsible for accruing interest on his or her Direct Subsidized Loans.

In addition, the Financial Aid Office is responsible to collect the following information as part of the exit

counseling and provide the information to the U.S. Secretary of Education within 60 days of receipt:

Name Address

Social Security Number References

Driver's License Number and State Expected Permanent Address Name and Address of Next-of-kin

Name and Address of Known or Expected Employer

### **Loan Deferments for Borrowers**

Student loan borrowers should visit the Financial Aid Office for the terms and conditions under which they may obtain a deferment for repaying student loan debt.

### **Loan Deferments for Certain Individuals**

Loan deferment terms and conditions are further defined for those serving in the Peace Corps; under the Domestic Volunteer Service Act; and as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service. These individuals should visit the Financial Aid Office for additional information.

## **NATIONAL STUDENT LOAN DATA SYSTEM**

National Student Loan Data System (NSLDS) is the U. S. Department of Education's central database for Federal Student Aid. Student financial aid information is submitted to the NSLDS from schools, guaranty agencies, the Direct Loan program, the Pell grant program, and other Department of Education programs. NSLDS Student Access provides a centralized, integrated view of Federal Student Aid loans and grants so that recipients of funds from these programs can access and inquire about the Federal Student Aid loans and/or grant data. Once a student's data is reported to NSLDS, this site and all of the student's information contained within is accessible to Financial Aid Administrators, and guaranty agencies. In addition, students may access their own financial aid information by visiting this site. All users must sign-in and be an authorized user. To access the site, visit [www.nsls.ed.gov](http://www.nsls.ed.gov)

## **FEDERAL STUDENT AID OMBUDSMAN NOTIFICATION**

Students should contact the Financial Aid Administrator at the school with any questions or concerns regarding Federal Direct Subsidized or Unsubsidized Loans.

If a situation exists that a Financial Aid Administrator cannot resolve, students should follow procedures in the school catalog regarding Problem Resolution.

The U.S. Department of Education's Ombudsman Office for student loan issues is also available. The Ombudsman operates as a neutral party and informally researches and attempts to resolve a borrower's issue. Student borrowers can contact the Office of the Ombudsman via:

Online Assistance: [studentaid.gov/repay-loans/disputes/prepare](http://studentaid.gov/repay-loans/disputes/prepare) Toll-Free Telephone: 1.877.557.2575 Fax: 1.202.275.0549

Mail: U.S. Department of Education, FSA Ombudsman, 830 First Street N.E., Washington, D.C. 20202

## **CONSUMER INFORMATION FROM THE U.S. DEPARTMENT OF EDUCATION**

Students and financial aid staff should reference the U.S. Department of Education websites for information regarding the regulations, requirements, and application for Federal Student Aid. There is no user fee for using Federal Financial Aid sites.

U.S. Department of Education: [www.ed.gov](http://www.ed.gov) Applying for Federal Student Aid: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
Information for Students: [www.studentaid.gov](http://www.studentaid.gov)

### **Indirect Student Expenses/ Cost of Attendance**

Student Estimated Living Expenses: 2018-19 Academic Year

The following estimated student budget\* amounts are provided for your use in estimating the total cost of your school attendance. These amounts are indirect expenses that you may incur in addition to school charges. These amounts are estimates. Your cost may vary.

California Schools - Only. \*Budget figures derived from CSAC 2017/18. Total Budget Allowance With Parents/ Off Campus:

Room and Board	Per Month: \$1,080	Per Year: \$9,270	Transportation	Per Month: \$139
	Per Year: \$1,251	Personal Expenses	Per Month: \$333	Per Year: \$2,997

Child/Dependent Care: Reasonable expenses with adequate documentation provided by the student depending upon age and number of children.

**TOTAL** Per Month: \$1,552 Per Year: \$13,968

### **Financial Aid Department:**

Financial Aid personnel can answer questions and provide information about financial aid programs, the application process and related deadlines. Students can obtain loan and or grant applications from this department. Appointments are recommended.

### **Policies and Procedures - Verification**

Once students complete and submit the Free Application for Federal Student Aid (FAFSA) to the Central Processing System (CPS), there is a possibility that the application will be selected for a process called “Verification”. This is an audit/review process in which the student’s school of choice will be required to conduct the review in order to determine the student’s aid eligibility. Generally, CPS will select the application for verification based on conflicting data, a change from the prior year or due to a random selection process. If the application is selected, an asterisk will appear on the Student Aid Report (SAR), next to the Expected Family Contribution (EFC).

However, the school’s Financial Aid Office also is authorized to “Institutionally” select applications for this review process in cases of conflicting information.

Although the school has the option of processing one Pell payment without verifying the application, this school does not take that option due to the risk of financial liability. MIXED Institute of Cosmetology Technical School verifies those applicants who are selected by the federal processor for Verification and those who have conflicting information and comments. Students who are selected for verification by the processor or Institutionally Selected by the Financial Aid Office must submit the signed and completed verification forms and documents, along with the supporting documentation such as IRS Tax Return Transcripts, W-2 forms, etc.

Students are to be notified, in a timely manner, of all required documents to submit to the school. The verification process cannot begin and/or be completed until all required documents are submitted. The list below includes the verification items used when reviewing a student’s verification process:

### **Verification Items:**

- Adjusted Gross Income (AGI) U.S. Income Tax Paid Education Credits
- Untaxed IRA distributions
- Untaxed Pensions
- IRA Deductions and Payments
- Tax-Exempt Interest 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: V1, V3, V4, V5 & V6



## **V1: Standard Verification Group ~ Tracking Flag V1:**

Students in this group must verify the following if they are tax filers: AGI, 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, SNAP, child support paid.

Students who are non-tax filers must verify the following: Income earned from work, household size, number in college, SNAP benefits, child support paid.

## **V3: Child Support Paid Verification Group ~ Tracking Flag V3:**

Students must verify child support paid by them or their spouse, their parents, or both.

## **V4: Custom Verification Group ~ Tracking Flag V4:**

Students must verify high school completion status and identify/statement of educational purpose in addition to receipt of SNAP benefits and payment of child support.

- Identify Verification – Students are asked to appear in person to present their valid Government issued photo ID (ex. Driver’s License, State ID or Passport).
- In the event the student is unable to appear in person, then he/she must appear before a notary with all required IDs and documents to have his/her identity or educational purpose confirmed.

## **V5: 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.

## **V6: Household Resources Group ~ Tracking Flag V6:**

Students must verify items in the Standard Verification Group and Other Untaxed Income received (if applicable).

### **Time period to submit verification documents:**

Students are notified, in a timely manner, of all required documents to submit to the school. The verification process cannot begin and/or be completed until all required documents are submitted. Generally, from the time we send the student the initial notice; students are given (1) week for providing requested verification documents, however, exceptions may be made on a case to case basis. If an extension is necessary, students may submit, in writing, for an extension to the deadline for submission of required documents.

### **Consequences for failing to submit documents in time:**

Documents not submitted timely could result in:

- 1) The student being responsible for paying his/her fees out of pocket.
- 2) The student cannot be processed for a Financial Aid award.
- 3) The student not being considered for a Financial Aid Deferment.
- 4) The program- year ending with the student having an outstanding balance with the school. This could result in late fees and the student’s account being turned over to a collection agency.

### **Making corrections to the FAFSA data:**

Once the student receives their SAR, they should review it for accuracy. If changes are needed, the student (and/or parents) should submit changes/corrections to the FAFSA online by using their PIN.

Once all verification documents are received by the Office of Student Financial Aid, the file will be reviewed for accuracy and completeness. Often times, corrections are required if the information indicated on the

submitted documents does not match the FAFSA data. The Office of Student Financial Aid will submit corrections on the student's behalf. The corrections will be sent to the CPS via the Department of Education System. Generally, the corrected data is processed and received back in our office within 72 hours after corrected data is submitted.

An email is sent to the student informing him/her once the corrections have been returned. If no additional corrections are needed (pending the student have not also submitted corrections), and the student meets all necessary eligibility requirements, then an award will be processed.

**If the Students EFC change and Student Aid Amounts Change:**

- In the event your EFC changes on an initial SAR, prior to the student being awarded, the award will be based on the last valid SAR transaction.
- If the EFC changes after the student have been awarded - the award must be cancelled.
- The file will be re-evaluated, and additional documentation may be requested from the student. Once that process is completed and pending the student meets all eligibility criteria, the student will be re-awarded based on the last valid SAR transaction and EFC.
- If the EFC changes occurred which caused a change to the Financial Aid award, the
- student will receive a revised Award Notification.

**Office of Inspector General (OIG):**

Students and parents who willfully submit fraudulent information will be investigated to the furthest extent possible. All cases of fraud and abuse will be reported to the proper authorities (Central Processing Servicer (CPS), Judicial Services, IRS (if applicable), including the Office of Inspector General <https://oig.hhs.gov/>

**VOTER REGISTRATION**

We encourage students to register to vote. You can go to the following website and follow the instructions to register – [http://www.sos.ca.gov/elections/elections\\_vr.htm](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.

**CONSTITUTION DAY AND CITIZENSHIP DAY**

MIXE Institute of Cosmetology & Barber 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

### **MULTIPLE SCHOOL ATTENDANCE**

Applicants who have previously attended 3 or more post-secondary institutions without achieving graduation may be required to have an interview with the Director of Financial Aid. This interview will be used to determine if the student is enrolling purely for academic intent and is likely to achieve academic success at this institution. Should a prospective student disagree with the Financial Aid Director's decision, they should follow the appeal procedure.

### **THE MIXED INSTITUTE OF COSMETOLOGY SCHOLARSHIP PROGRAM**

Funding for the MIXED Institute of Cosmetology Scholarship program is provided through the school's contributions.

**Award Criteria:** Students who are considered to have a high likelihood of success of completing the program and entering the Cosmetology or Barbering field AND a justified need for tuition/ program cost assistance will be given the highest consideration. Students must possess a minimum GPA and attendance of 80% at the time of the award. The maximum award value is \$8,000.

Awards will vary based on the student's specific situation, in compliance with any Title IV funding and cannot be used to exceed the total cost of attendance. A maximum of 6 awards will be granted in a calendar year.

**Selection process:** Students interested in applying for the MIXED Institute of Cosmetology Scholarship should meet with the Financial Aid Director and receive a scholarship application form.

Completed applications will be evaluated by Mixed Institutes' professional and instructional staff. Award recipients will be notified by the Financial Aid office.

Recipients will have the scholarship proceeds disbursed to their tuition account after 80% of the program is completed.

### **STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND**

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

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

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

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

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

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

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

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

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

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

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

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

### **METHOD OF PAYMENT**

Financial Aid is available to those who qualify. In addition, payment plans are available from MIXED Institute of Cosmetology & Barber and/or, private lenders. It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly installments in accordance to their means. ***Mixed Institute has low cost payment plans with no interest for students needing financial assistance.*** The entire educational expenses need to be included in planning the student's ability to meet those expenses. If the Student obtains a loan to pay for an

educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of money not paid from federal financial aid funds.

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

### **ALL TUITION AND FEES ARE PAYABLE IN ADVANCE**

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

### **ADDITIONAL INSTRUCTION CHARGES (Overage charges)**

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

Overage charges- An addendum to the enrollment contract will reflect the hours to complete the program and rate per hour as follows: Cosmetology: \$10.25, Barbering: \$10.25, Barber Crossover: \$6.20, Manicure: \$6.20.

Additional Fees: \$250 Re-entry fee, No-call/No-show may also be a charge of \$25. There may also be a \$25 charge for missing mandatory days: Fridays, Saturdays and Tuesdays (at the Directors discretion). Late Payment Fee \$25, Returned Check Fee \$25, and Official Transcript Fee \$15. California State exam \$134.00 for Barber and Cosmetology, and \$119.00 Manicure. Exam Kit Fee \$90.

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

**Pre-application** for the California State Exam: Cosmetology and Barber is \$134.00, and Manicure \$119.00; due to the State Board of Cosmetology. To pre-apply, the student, upon completion of 1200 clock hours for Cosmetology (up to 7 calendar days) or 1125 clock hours for Barbering (up to 7 calendar days) he/she must fill out pre-application paperwork; For Manicure the student can pre-apply upon completion of 240 clock hours. Through this application process students will be able to take their State Board examination sooner than the regular application. It is the student's responsibility to fill out these papers and complete the pre-application check list and instructions given to them by an instructor. (These fees are subject to change)

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

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

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

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

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

### **WITHDRAWAL AND SETTLEMENT POLICY**

NOTICE OF STUDENTS RIGHTS AND OBLIGATIONS:

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

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

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

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

**Equipment Policy:** If the school has given you any equipment which was stated as returnable when it was issued, you must return it to the school within 30 days following the date of your notice of cancellation or last date of attendance if no notice is given. If you fail to return this equipment, in as issued condition within the 30-day period, the school will deduct its documented cost for the equipment

from any refund that may be due to you. Beauty supplies and equipment are not returnable items due to sanitary reasons. Once you have received beauty equipment, its cost is charged to your account. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee, tuition and equipment received.

**Refund Policy:** *The School's cancellation, withdrawal and refund policy complies with the California Private Postsecondary Education Act of 2009 Article 13 Section 94919 and the NACCAS Withdrawal and Settlement Policy.* After the cancellation period, the institution provides a pro rata refund of nonfederal student financial aid program moneys paid for tuition charges to students who have completed 60 percent or less of the period of attendance. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid programs. Once more than 60 percent of the scheduled attendance has incurred, there will be no refund to the student. The \$100.00 registration fee is a non-refundable item. Equipment will be refunded in accordance with the Equipment Policy. Once received by the student it will belong to the student and will represent a liability to the student. The Schools Refund Policy applies to all terminations for any reason, by either party, including student decision, program cancellation, or school closure. If the school closes before you graduate, you may be entitled to a refund. Contact the address and phone number below for information.

If you have any complaints, questions, or problems which you cannot work out with the school, write or call the Bureau for Private Postsecondary Education at the address or phone number listed below. Read the Notice of Cancellation form for an explanation of your Cancellation rights and responsibilities. Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive STE 400, Sacramento, CA 95833, PO Box 980818, West Sacramento, CA 95798-0818, Phone: 1(888) 370-7589 Fax: (916) 263-1897 [www.bppe.ca.gov](http://www.bppe.ca.gov). The School maintains evidence that institutional refunds are received by the recipient in a timely manner, such as a cancelled check, signed receipt of delivery, or documentation that funds were disposed of in accordance with applicable federal or state regulations.

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

**Hypothetical refund example according to the California State pro rata policy:** Assume that a student, upon enrollment in a 1,600-hour course, pays \$6,800.00 for tuition, \$75.00 for registration, and \$525.00, (documented cost to the school) for equipment as specified in the enrollment agreement and

withdraws after 600 hours of scheduled attendance (this includes class days not attended by the student) without returning (in accordance with the Equipment Policy) the equipment they obtained. The pro rata refund to the student would be \$4,250.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in as issued condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned.

Total paid	\$7,400.	Tuition cost	\$6,800.00	Paid for instruction	\$6,800.
Less processing fee (not refundable)	75.	Hours in the course	1,600	Hours attended	600
Less cost of unreturnable equipment	525.	Hourly charge	4.25	Tuition owed 600 x \$4.25	\$2,550.
Equals amount paid for instruction	\$6,800.			Refund due	\$4,250.

**Additional VA Refund requirements:** This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion. The amount charged to the veteran or eligible person for tuition, fees and other charges does not exceed the approximate pro-rata portion of the total charges for tuition, fees and other charges, that the length of the completed portion of the course should bear to its total length.

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

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

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

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

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



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

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

For official withdrawals a student's withdrawal date is the date the school received notice from the student that they are withdrawing.

**Official Withdrawal Process:** If a student wishes to withdraw from school, they must notify the Director of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. The Director must begin the withdrawal process.

For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. Their date of determination is 14 days after they cease attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans, FSEOG, TEACH, and Iraq Afghanistan Service Grants (IASG) during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period (or period of enrollment depending on what your school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 (calculation was performed). The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant
5. Iraq Afghanistan Service Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination. The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

### **LEAVE OF ABSENCE**

Mixed Institute of Cosmetology and Barber require any student requesting an LOA to follow the institution's policy:

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

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

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

Course incomplete, repetitions and non- credit remedial courses have no effect upon the student's satisfactory academic progress. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken

in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **APPLIED EFFORT**

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

### **ATTENDANCE STATUS**

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

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

### **SCHEDULE CHANGE**

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

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

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

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

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

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

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

The Board of Barbering and Cosmetology will only recognize time-clock hours of attendance, as a result of this requirement, this school can only give clock hour credit to students who record their attendance by using the timeclock located in the Millennium Salon Operation Software to clock in and out at the start and end of their class day and for the 30 minute lunch period. A computer with virtual timeclock will be available and all students will have their fingerprints recorded so that they can use the fingerprint scanner to clock in and out. **If a student is attending more than 6 total hours in a given day and that**

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

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

### **TIME CARD CREDIT**

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

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

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

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

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

Basic Shave= 1 hr. 15 min 1 Shave

Luxury Shave=1 hr. 30 min 1 Shave, 1 Rest Facial

Neck Shave= 15 min 1 Shave

Rest Facial= 20 min 1 Rest Facial

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

## **SCHOOL RULES AND REGULATION** (Updated 09/01/2019)

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

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

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule at all times. If a clock hour student does not maintain the 67% attendance, corrective action may be taken. Correction will be expected immediately and must be maintained. In order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements.

The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. (See SAP Policy pg. 18)

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

Students must attend classes according to their established schedules. Frequent tardiness and/or absences are cause for disciplinary action such as counseling and/or dismissal. Any student that has more than 2 absences a week or 2 Saturdays in one month (without prior notice) will be written up and brought in for counseling on their first offence. If the student continues to not follow their scheduled contract, they may be suspended for 3 days. If the frequent absences still occur, they may be terminated from the program.

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

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

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

- Students coming back late from their scheduled lunch or break may be “written up” and students returning 15 minutes or later late may be sent home for the day.
- Students with special work circumstances must have prior school approval to miss school.

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

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

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

## **D. Mandatory days**

- The following days are Mandatory: Tuesday, Friday & Saturday. Students may receive a \$25.00 fine for each mandatory day missed. Failure to attend multiple **mandatory** days may also result in a write up and/or suspension.
- Mandatory Tuesday, Friday and Saturday “Fine” exceptions. Students must have a written excuse, doctors note, or prior approval to avoid fees for mandatory days.

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

If a student is going to be absent, they are required to email Monica at [monica.mixed@gmail.com](mailto:monica.mixed@gmail.com). (It is their responsibility to make sure they email Monica and keep proof of the email.). There will be no excuses or exceptions. This courtesy notification must be done before their scheduled start time. This courtesy notification is required for any absence, unless the school already has a written “time off form” on file. **No Call/No shows may lead to a \$25 fine and may also lead to a suspension for multiple offenses.**

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

Students are allowed time off for pre-arrange absences. The school needs a 5-day notice for any 3 days or more absence. The school needs a Seven (7) day prior notice for any absences on a mandatory day to avoid a “Mandatory day” fee.

**CALLING IN TO REGISTRAR-** If you are going to be tardy to school it is your responsibility to call in to the registrar's office (916-421-5950) or leave an email for Monica at [monica.mixed@gmail.com](mailto:monica.mixed@gmail.com) *before your scheduled start time*. The student will be counseled after 3

late notices and excessive tardiness may lead to suspension. **No Call/No shows may lead to a \$25 fine and suspension for multiple offenses.**

### **G. Religious Observance or Holiday**

Students will not be fined a mandatory day fee for observance of a religious holiday or service. We do ask for an advance notice to be turned in regarding the dates a student will be taking off for observance.

## **II. STUDENT CONDUCT**

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

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

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

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

Student discipline procedure;

- First, we council student and make them aware they are breaking the rules
- If a student refuses to follow the rules we will use a "Write up" form to document the incident.
- Both staff and the student sign and date the form.
- Give the student a copy and put a copy in their student admissions file
- If the student refuses to sign the form, a witness can sign the form and document that "the student refused to sign form"
- Give the student a chance to correct the behavior; if the student continues to break the rules send the student home for the day. Any more than one day suspension needs the Directors approval.
- If the student continues to break the same rules set up a meeting with the director. Further disciplinary action may be necessary including suspension or termination

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

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

1. Smoking outside of designated areas. According to CA state law, smoking isn't permitted within 25 feet of the MIXED Institute of Cosmetology & Barber entrance(s) or exit(s). Smoking is only allowed during designated breaks and lunch.
2. Students must clock out before leaving the premises.
3. Failure to have proper equipment when needed.
4. Gossiping or causing discord in school.
5. Students may not leave school, class or clinic without permission of instructor.
6. Receiving personal services without instructor's permission.
7. Refusing to perform an assignment, patron or otherwise.
8. Modifying customer services without consulting an instructor.
  
9. Failure to make satisfactory progress.
10. Use of inappropriate language on the clinic floor or in classrooms or towards any student, or employee.
11. All material, supplies, books and equipment should be put away before leaving for the day
12. Students must cover SMAs before leaving station for break or lunch
13. Failure to follow clinic floor policies and procedures.
14. Refusing to follow instructions from staff.

**B. Conduct Subject to Termination**

**Termination Policy**-Termination of a student is defined as no longer receiving credit, either by voluntary withdraw, dismissal by the school as disciplinary action or failure to meet school regulations and financial requirements. Mixed Institute may give students a written warning of possible termination in order to allow the student a probationary period to correct their conduct. The following conduct may subject a student to termination:

1. Altering or forging timecards.
2. Causing extreme or willful disruption of school.
3. Use of ethnic, racial or sexual slurs, or abusive language toward any client, staff member or fellow student.
4. Committing an obscene act or engaging in vulgarity or profanity.
5. Failure to follow one's own contract with the school.
6. Willfully not following school rules or guidelines.
7. Caused, attempted to cause, or threatened to cause physical injury to another person.



8. Possessed, sold or furnished any firearm, knife, explosive or other dangerous object.
9. Possessed, used, sold, furnished or been under the influence of any controlled substance, alcoholic beverage or intoxicant. If a staff member suspects a student of being under the influence they will subject to testing at the **Sacramento Occupational Medical Group**. Students are required to report immediately and submit to medical testing. If a student refuses or doesn't immediately report to the testing facility, the student will be terminated. Student will not be allowed to return to school until the test results have been reviewed by the Administration and a decision is made.
10. Caused or attempted to cause damage to school or private property.
11. Students shall not steal or attempt to steal school or private property.
12. Disrupted school activities or otherwise defied the valid authority of school personnel.
13. Committed or attempted to commit a sexual assault or committed a sexual battery.
14. Students shall not engage in conduct which may be considered discriminatory, retaliatory or sexual harassment.

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

### III. TIME CARD RULES & REGULATIONS

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

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

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

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

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

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

week.

*Definition of Clock Hours- A clock hour is defined as 50-60 minutes class, lecture, faculty-supervised laboratory, shop training or recitation in a 60-minute period.*

## **Time card policy**

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

Students are responsible for totaling operations at the end of each day and totaling out their weekly and accumulated hours at the end of each week. Time cards are to be turned in at the end of each day and will be collected for the week by 5pm on Saturday afternoons. Lost or missing time cards are the responsibility of the students. Students are strongly encouraged to take regular pictures of their cards as a backup in case they misplace or lose their card. Cards are not to be taken home EVER. If a card is taken home before the operations have been signed off, the operations and hours may not be credited towards graduation.

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

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

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

Time cards will be collected on Saturdays and entered into the system the following Tuesday morning. Any incomplete timecards will be given back to students on Tuesday morning as

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

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

#### **IV. STUDENT & SCHOOL POLICIES**

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

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

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

##### **B. Visitors**

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

##### **C. Uniforms & Appearance**

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

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

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

**(1) FEMALE UNIFORMS:** Black or white top with black bottoms and black shoes. No logos or prints, no holes, see through or sheer clothing. Torn, ripped or faded clothing will not be accepted. Slacks are highly recommended. Legging type pants may be worn with a skirt or cover-up over them. Thicker type leggings with more of a pant or wool material may be worn with your smock. Skirts and dresses must be no more than two inches above the knee. Open slits in your skirt or dress are not acceptable. No thigh highs or fishnets. Absolutely no sports/work-out/yoga/athletic pants. Shoes must be “mostly” black and closed heel and toe. Students aren’t allowed to wear any “ugg type” boots, open-toed shoes, stilettos, slippers, or sandals. Dress salon professional at all times. No hats, head wraps are permitted. You may wear hair accessories that have color. Accessories are acceptable as long as they are professional and not offensive.

**(2) MALE UNIFORMS:** Neat and clean black pants or slacks with a solid white or black shirt under school issued smock. Shorts can we worn as long as they are below the knee, Black and Docker style material. No jeans shorts are allowed. Clean “mostly” black shoes or boots, closed heel and toe. Excessively loose or sagging clothing is not permitted. Students are not allowed to wear blue jeans, hoodies of any type/color, sweat pants, thermals and stretch pants. In addition, sandals or slippers will not be permitted. NO “SAGGING” ALLOWED

#### **D. Kit/Supplies/Homework**

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

#### **E. Food and Drinks**

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

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

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

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

## **STUDENT GRIEVANCE POLICY**

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

### **Informal Procedure**

1. It is hoped that all student grievances may be resolved quickly and on an informal basis utilizing the school's chain of command. The complainant should first discuss the complaint with his or her immediate instructor and/or other staff member deemed appropriate. The selected staff member will then work to resolve the complaint, or refer it to the next staff level for resolution as deemed appropriate.
2. If the complaint remains unresolved, the complainant may then discuss the

complaint with the School Director for resolution.

3. If the circumstances of the complaint prevent using steps 1 or 2, or if the aforementioned College officials do not resolve the complaint within five (5) working days, the complainant may then proceed to file a formal complaint with the College President Robert Brown.

### **Formal Procedure**

1. The complainant shall complete and sign a Student Grievance Form provided by the School administrative office. (Forms are available in the Registrar's office).
2. Upon receipt of the completed form, the School administrative office will forward copy of the complaint to the College President Robert Brown and to the individual against which the complaint is made, and will advise the complainant that an investigation and discussion will begin within seven (7) days of receipt of filing the complaint.
3. The President will attempt to resolve the complaint by discussing matters with all persons who are parties to the complaint. The resolution will be completed within 14 days of filing the complaint.
4. In the event the complaint is resolved to the satisfaction of all parties, a memorandum stating resolution of the conflict will be sent to all parties and filed in the school's complaint log. Any student that has been affected by the same or similar incidences will be provided a remedy.
5. In the event the complaint is not resolved by the College President or if any student does not feel that their complaint has been considered fairly and in a timely manner may appeal to the following agency:

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

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

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

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

As defined by the Fair Employment and Housing Commission regulations, sexual harassment is any unwanted sexual advances, or visual, verbal or physical conduct of sexual nature. This definition includes

many forms of offensive behavior including, but not limited to:

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

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

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

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

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

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

### **Complaint Process**

Students may use this procedure to file a complaint against another a student, a College

employee, College contractors or third parties who are visiting the College or participating in a College activity.

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

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

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

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

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

### **Formal Complaint Process**

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

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

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

The student's failure to provide a written complaint or to provide the information requested



above may adversely impact the ability of the College to conduct a complete and thorough investigation and may limit the College's ability to take appropriate corrective action.

### **Processing the Complaint**

The Discrimination Prevention Team will evaluate the complaint to determine whether it is covered by this procedure. A formal investigation will be initiated if a complaint is within the scope of this policy and articulates sufficient specific facts, which if determined to be true, would support a finding that the College's policy was violated. The College may decline to process a complaint under a variety of circumstances, including (i) the complaint is vague and does not describe conduct covered by this procedure; (ii) the student declines to cooperate in the College's investigation; or (iii) the complaint has been withdrawn or the requested remedy has already been implemented or was offered and rejected. If the College declines to process a complaint pursuant to this procedure, the College shall send the student a written notification explaining the reasons.

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

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

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

### **Investigating the Complaint**

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

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

and the respondent at the end of the investigation.

The Discrimination Prevention Team (*furthermore known in the document as DPT*) will permit the respondent and the reporting party to review the findings. Student information, if confidential by law, will be removed. The respondent and the reporting party will each have 10 working days to provide comments and suggested corrections to the DPT. After receiving the comments from the parties (or if no comments are submitted), the DPT will confer with MIXED Ownership group to discuss the findings and to review the investigation record. The Ownership group shall determine whether additional investigation is needed; whether to dismiss the complaint due to insufficient evidence; or whether to proceed with a disciplinary consequence or other corrective action. The action shall be reasonably calculated to prevent a reoccurrence of the misconduct and/or improve the learning environment. The Discrimination Prevention Team's final determination shall be sent to the respondent, the reporting party, and the MIXED Ownership group. The final determination may be redacted to protect student information that is confidential by law under the Family Educational Rights & Privacy Act. All deadlines in this procedure may be extended by mutual agreement or for good cause.

### **Retaliation Prohibited**

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

### **Review and Appeals**

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

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

parties.

If the respondent is an employee and is assigned a disciplinary consequence, he or she may seek review with the DPT. The Mixed, Inc. Board of Directors shall review the record and issue a written response within 10 school days.

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

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

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

### **Earthquake**

If indoors:

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

If outdoors:

Stay there.

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

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

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

official.

### **Campus Disturbance/Rioting**

- Administration will determine the level of emergency and call 911.
- Urge students to calm down, encourage students to leave area.
- Diffuse disruptive situations by using distraction techniques (whistle, yell, bull-horn, etc.).
- Identify and isolate the major participants.
- Move students involved in disturbance to an isolated area.
- Document situation

### **CAMPUS SAFETY AND SECURITY POLICY**

Campus Security Act Disclosure Form - The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution.

All students and employees are required to report any crime or emergency to any institutional official (Instructor, admin, or owner) promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, an institutional official will be prepared to record and report the crime, but not the name of the informant. In order to remain anonymous, the student or employee may submit his information in writing without a signature to the institutional official. If confidentiality is not an issue, the student or employee will contact the institutional official who will then contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling 911.

2. Only students, employees and other parties having business with this institution should be on institutional property. Surveillance cameras are placed throughout the facility and are active during all hours of the day and night. When the school closes for the night, an official will lock all doors and set the security alarm. Other individuals, students, or employees present on institutional property at any time without the expressed permission of appropriate institutional official(s) shall be viewed as trespassing and may also be subject to a fine and/or arrest.

3. 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 institution is not responsible for any lost or stolen items. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus:

- a. Do not leave personal property unattended in any classrooms or on the clinic floor.
- b. Report any suspicious persons to an institutional official.
- c. Always try to walk in groups outside and around the school premises.
- d. When waiting for a ride, wait indoors or within sight of other people.
- e. Employees, staff, and faculty will close and lock all doors, and turn off lights when leaving the school.
- f. The "Crime Awareness and Campus Security Act" is available upon request to students, employees and prospective students.
- g. The school has no formal program, other than orientation, that disseminates this information. All

information is available upon request.

h. Information regarding any crimes committed on the campus or parking lot will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, 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 available within two (2) business days of the request.

4. Campus law enforcement/security policies are as follows:

a. The institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required to call our security (**California Patrol Operations 916-995-6489**) or dial **911** in the event of a crime. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.

b. The institution encourages both its students and employees 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.

c. The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling, other than that the student or employee is encouraged to seek such aid and may utilize sources on the posted Counseling Hotlines.

5. The institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces to all state underage-drinking laws. This institution also does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest. Information concerning drug and alcohol abuse education programs is included in this catalog.

6. Sexual offenses/assaults on campus will be reported immediately to the school's official. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance for such assault.

7. All incidents shall be recorded in the institution's "Incident Report" at the institutional official's office. 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 of being reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

### **Employment Opportunities**

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

## **Potential Earning For a Graduate**

### Occupational Employment and Wages, May 2016

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

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

[National estimates for this occupation](#)

[Industry profile for this occupation](#)

[Geographic profile for this occupation](#)

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

Employment estimate and mean wage estimates for this occupation:

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

Percentile wage estimates for this occupation:

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

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

#### 39-5011 Barbers

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

[National estimates for this occupation](#)

[Industry profile for this occupation](#)

[Geographic profile for this occupation](#)

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

Employment estimate and mean wage estimates for this occupation:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
15,900	11.0 %	\$14.38	\$29,900	2.5 %

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$8.76	\$9.78	\$12.38	\$17.80	\$22.79
Annual Wage (2)	\$18,210	\$20,350	\$25,760	\$37,020	\$47,400

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

## **Health & Safety**

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

## **Physical Requirements of the Industry**

Physical ability plays an important role in all fields of Cosmetology, Barbering, and Manicuring in how many hours an individual may work. Beauty industry professionals must have endurance to remain standing for long periods of time, with the ability to work with their hands raised. Cosmetologists & barbers spend about 80% of their time standing, 5% sitting, 5% stooping and 10% bending. The majority of that time their hands are usually raised at shoulder height or just below their shoulders. Estheticians spend 70% of their time sitting, 15% standing, 5% stooping, and 10% bending. The majority of the time their hands are working below the shoulder. For manicurists, their day consists of 70% sitting, 2% standing, 2% stooping, and 26% bending. Their hands are usually kept below shoulder height. Student Cosmetologists & Barbers spend 30% sitting, 30% standing, 30% bending.

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

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

## The Board of Directors

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