

# *Fantasy Beauty College*

**School Catalog**

**2019-2020**

(07/01/2019 - 06/30/2020)

[www.fantasybeautycollege.com](http://www.fantasybeautycollege.com)

**FANTASY BEAUTY COLLEGE**  
**252 E. SECOND STREETPOMONA, CA 91766 / TEL: 909-620-6893 / FAX: 909-620-6860**  
**216-220 E. SECOND STREETPOMONA, CA 91766 (Additional Classrooms)**  
**PUBLISHED 08/11/2018 - REVISED 03/07/2019**  
**(THIS CATALOG WILL BE UPDATED ANNUALLY)**

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**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.**

**The institution is not currently approved to offer Title IV funding.**

**APPROVALS AND ACCREDITATION DISCLOSURE STATEMENT**

**FANTASY BEAUTY COLLEGE** is a private institution and is located at 252 East Second St., Pomona, CA, 91766. Our expanded campus facilities located at: 220 - 216 East Second St., Pomona, CA, 91766. The institution is **currently approved** by THE BUREAU FOR PRIVATE POST SECONDARY AND EDUCATION to operate pursuant to California Education Code Section 94311. The Bureau’s approval means that **FANTASY BEAUTY COLLEGE** is in compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent. And we are accredited by **NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES (NACCAS)**, an accrediting agency recognized by the United States Department of Education. Institutional approval must be re-approved every three years and is subject to continuing review. Programs approved by THE BUREAU FOR PRIVATE POST SECONDARY AND EDUCATION are the following:

- **COSMETOLOGY (ENGLISH / SPANISH) \_\_\_\_\_ 1600 HRS.**
- **MANICURING (ENGLISH / SPANISH) \_\_\_\_\_ 400 HRS.**
- **MANICURING-600 (ENGLISH / SPANISH) \_\_\_\_\_ 600 HRS.**
- **COSMETICIAN (ENGLISH / SPANISH) \_\_\_\_\_ 600 HRS.**
- **TEACHER TRAINING (ENGLISH / SPANISH) \_\_\_\_\_ 600 HRS.**

Instruction is in residence with facilities occupancy level accommodating 250 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

**FOR ADDITIONAL INFORMATION REGARDING THIS INSTITUTION YOU MAY CONTACT:**

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:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE):**  
**2535 CAPITOL OAKS DR. STE 400. SACRAMENTO, CA 95833**  
**TOLL-FREE PHONE: (888) 370-7589 / TELEPHONE (916) 431-6959**  
**www.bppe.ca.gov**

**BOARD OF BARBERING AND COSMETOLOGY (BBC)**  
**2420 DEL PASO RD. SUITE 100 / SACRAMENTO, CA 95834**  
**TELEPHONE 1-800-952-5210**  
**www.barbercosmo.ca.gov**

**NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES (NACCAS)**  
**3015 COLVIN ST., ALEXANDRIA, VA 22314**  
**TELEPHONE (703) 600-7600**  
**www.naccas.org**

All information in the contents of this school catalog is current and correct and is so certified true by:

Mr. Hieu Dinh Pham  
**Owner**

Signature:           *Hieu Pham*          

\*\*\*\*\*

## OWNER'S LETTER OF WELCOME

### FROM THE OWNER WELCOME...!

Dear Student,

Welcome to **FANTASY BEAUTY COLLEGE** and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry. At **FANTASY BEAUTY COLLEGE**, we offer you the basic' training to pass the Bureau of Barbering & Cosmetology examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success.

It is a pleasure to have you join us at **FANTASY BEAUTY COLLEGE**. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

*Hieu Pham*

Mr. Hieu Dinh Pham, Owner

### EDUCATIONAL OBJECTIVES and MISSTON STATEMENT

At **FANTASY BEAUTY COLLEGE**, our primary objective is to offer training that prepares the successful student **to acquire the knowledge and skills necessary to pass the Licensing exams** and for our graduates **to be able to seek and find employment** in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: Hair Stylist, Hair Colorist, Manicurist, Facials, Make-up Artist, or as a Beauty Salon Operator or as an Instructor. Normal progression should move him or her to positions such as Beauty Salon Manager, Beauty Salon Owner, Director, or School Owner.

The quality of **FANTASY BEAUTY COLLEGE** faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all cosmetology, manicuring and skin care professions. These exciting activities are carried out in an environment that is characterized by: Spacious, well-lighted facilities, remodeled to meet functional school needs, salon-type equipment especially designed to properly enhance student training.

**FANTASY BEAUTY COLLEGE** welcomes all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

### FACILITIES:

**FANTASY BEAUTY COLLEGE** is a spacious 12,000 sq. ft air-conditioned; two stories modern facility with many benefits for our staff and students. Our school simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. A student area is provided for the students' use with facilities, eating and rest areas. Each student has access to a locker to keep his/her uniform and private articles. Our students learn to practice managing the reception desk, logging patrons in, answering the phone and operating the cash register. Our students learn inventory control and assist in operating our supply system. Our objective is to help the student become "salon ready".

The classes will be held at 252, 220 and 216 East Second Street, Pomona, CA 91766

### HOUSING ASSISTANCE:

Our institution does not offer any type of housing assistance or dormitory facilities. According to [www.apartments.com](http://www.apartments.com), renting house around the school is available for around \$825 - \$2,000 a month. The school is not responsible for finding or assists a student in finding housing.

### **HANDICAPPED STUDENTS:**

Access for handicapped students to the institution's facilities is not available at the college. This institution does not offer special facilities or programs for the handicapped.

**LIBRARY RESOURCES:** Our campus has a library resource area in which current periodicals; Styling magazines, Cosmetology reference books and Video/DVD's are maintained. Most of these materials can be checked out for overnight use and the School Supervisor who is in charge of this process.

### **ADMISSIONS REQUIREMENTS POLICY:**

**Enrollees are admitted as regular students once one of the following criteria has been met:**

**A)** Applicant must provide a copy of his/her High School Diploma or High School Transcript (that clearly states you have met all graduation requirements), GED . If you were Home Schooled you must provide a valid certification document provided by the state in which you were home schooled and it must be equivalent to a High School Diploma. For students that have graduated high school outside the United States they must have their High School Diploma translated into English and must have an independent evaluator certify that you have completed the high school equivalency as required by the United States standards or California Board of Education standards.

**B)** This policy applies to only students lacking a High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10<sup>th</sup> grade education level or its equivalent as required by the Board of Barbering and Cosmetology and pass an Ability to Benefit exam prior to admission. Students admitted under this criteria, will be required to pass one of the Ability-to-Benefit tests approved by the US Department of Education administered by an independent proctor. Students subject to this criterion are referred to as students admitted under the **Ability-to-Benefit** criteria guidelines. Currently, our school is using the **Combined English Language Skills Assessment (CELSA) published by ACTT**. This test is approved by the Secretary of Education, Washington, DC. This test will be administered by an independent agency. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available after one (1) week waiting period and the independent test agency will explain and provide you with the re-testing procedures. Students admitted under this criterion are not eligible to apply for Title IV funding.

Also, the student can take the online **TOEFL** (Test of English as an Foreign Language) with minimum requirements of 79 on the internet based TOEFL (iBT). Information regarding TOEFL is available on the Website: [www.toefl.org](http://www.toefl.org). Applicants are expected to complete the Test of Written English portion of the TOEFL whenever it is included as part of the exam. The score must not be more than two years old. Photocopies or other duplication of scores are not acceptable.

We accept ATB tests from other ATB agency with the approval of the director.

**C)** Our school does not recruit students already attending or admitted to another school offering a similar program of study.

**D)** Teacher training applicants must have the High School diploma or its equivalent in addition to a valid cosmetology license

**E)** The school provides instruction in English and Spanish. There are no professional translation services that are provided by the school.

**F)** Our school does not recruit student already attending or admitted to another school offering a similar program of study.

**G)** Transferred hours from another school of Cosmetology may be accepted with the approval of the director. (see transfer of Credits on page 6)

### **STATEMENT OF NON-DISCRIMINATION POLICY:**

**FANTASY BEAUTY COLLEGE** does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), age, religion, or ethnic origin in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's program and activities, including vocational educational requirements regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to: **Trung Pham**. Information for filing an appeal is available in the school office.

### **CREDIT EVALUATION POLICY (Transfer of Credits earned):**

Appropriate credit may be granted for prior training of hours at the discretion of the College and verification by college officials of its validity of any transcripts submitted according to the BBC Rules and Regulations. Students transferring from another school of Cosmetology must furnish a valid Proof of Training document from a licensed California Cosmetology school and our College may not elect to accept all or any of the previous hours of training and operations. All out of state applicants must furnish the BBC letter of credit hours from the California Board of Barbering/Cosmetology.

NOTE: Our College does not accept transfer students that have completed **60%** or more of their course hours (for all courses). **We have not entered into an articulation or transfer agreement with any other college or university.**

### **RE-ENTRY POLICY:**

All students who withdraw may **re-enter** into the program without the loss of credit Program hours and provided it is **within 6** years from the date of their withdrawal which is an institutional policy. All records of the student are stored for six (6) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment. Transcripts will be maintained permanently. For those students who are re-entering after a period of withdrawal will be in the same progress status as when they left.

### **FRESHMAN CLASS-ENROLLMENT POLICY:**

The freshman curriculum for each of the courses requires a specific number of hours (10% of course hours) of classroom lectures, demonstrations, and student practice. **SEE CURRICULUMS STARTING ON PAGE 20-32.** The freshman class teaches you from the very beginning and introduces the basics for that area that you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: **160 hrs for Cosmetology / 80 hrs for Manicuring / 120 hrs for: Cosmetician, and Teacher Training**

**FANTASY BEAUTY COLLEGE**, considers the freshman classes to be the foundation for your future.

### **KITS - TEXTBOOKS:**

Kits will be issued at the beginning of the freshman class. Each student will be issued a complete kit of equipment with carrying case. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. **FANTASY BEAUTY COLLEGE is not responsible for a student's equipment, either lost or stolen.** Students must learn to be responsible for the tools of their trade.

Textbooks will be available for students to check out and borrow from the front office. Student can purchase the text book if needed.

### **CALENDAR-HOLIDAYS:**

The College is closed on Sundays, Monday and the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. A "special" holiday may be declared for emergencies or special reasons. Holydays of all religious beliefs are respected and allowed.

**CLASS SCHEDULES (FOR 2018-2019):** Classes will begin every Tuesday; the following programs are offered: Cosmetology, Cosmetician, Teacher Training, Manicuring and Manicuring-600 classes.

### **ORIENTATION CLASS:**

Orientation classes for all students are held as follows: Friday before class start date from 10:30 a.m. - 11:30 a.m. All new, re-enroll and transfers students must attend orientation prior to the start of all new classes.

### **GRADUATION DOCUMENTATION:**

When a student has completed the required theory hours and practical operations in Course of Study with a GPA of "C" (70%) or better and all fees are paid in full he or she is awarded a Certificate certifying his or her graduation.

### **PROGRESS POLICY:**

Considering the varied capabilities of Individual student, some may progress from one phase of training to another at a more rapid pace. However, all student; must satisfactory 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 certificate upon completion of their training program.**

### **ENGLISH AS A SECOND LANGUAGE:**

**FANTASY BEAUTY COLLEGE does not offer** English as a Second Language ("ESL") course.

### **BILINGUAL COURSES:**

At **FANTASY BEAUTY COLLEGE**, we offer instruction in English or Spanish for all courses. There are no professional translation services that are provided by the school.

### **PLACEMENT:**

**Job placement assistance is provided to graduates and students** at no additional charge. Upon graduation, student's name is recorded in student registrar and the process follow-up begins. When students take tile licensing examination it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. **Mr. Trung Dinh Pham** assists students in placements as often as needed; however, **The school does not guarantee placement to any student.**

### **CAREER COUNSELING:**

**Students are counseled individually**, as often as necessary, at least every 25% of the program of study 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 instructors and Director. **Students may request** additional counseling sessions at any time.

### **CAREER OPPORTUNITIES:**

The licensed Cosmetologist, Cosmetician, Manicurist choose from a variety of jobs within the Cosmetology field. The following vocations are options that may be considered upon graduation.

- **COSMETOLOGIST:** Professional Stylist, Skin Care Specialist, Makeup Technician, Nail Technician, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member/Examiner, Image Consultant
- **COSMETICIAN/ESTHETICS:** Skin Care Specialist, Makeup Technician, Image Consultant, Product Representative, Salon Owner, Platform Artist, Theatrical Makeup Artist, Aroma-therapist, Retail Specialist
- **MANICURE/NAIL TECHNICIAN (for 400 hours course):** Nail Care Specialist, Synthetic Nail Technician, Nail Salon Manager, Nail Salon Product Representative, Retail Consultant.

### **Job Demand in the Cosmetology and Manicure Industry, 2015**

In January 2013, there were 1,804,500 professionals employed in the nation's 382,000 beauty salons, barber shops, skin care salons, and nail salons. The typical salon is a small full service salon with 5 stations, 3 full-time professionals and 2 part-time professional. Salon owners report an average of 165 clients per week.

There has been notable growth in the industry since 2011:

- The total number of salon professionals is up 35%,
- The total number of salons is up by 6.9%,
- The number of chairs or workstations is up by 15%,
- The number of employees leaving their positions is down 15%, and
- The number of new hires is up 29% since 2014.

The salon industry is a job-seekers market. Some 26% of the salon owners reporting that they had job openings. More than 555,000 open positions were filled in 2014 with both experienced salon professions changing positions (73% of the new hires) and with inexperienced professionals with less than one year's experience (27% of the new hires). The supply does not appear to be keeping up with demand. Approximately 3 out of every 4 salon owners who looked for new employees in 2014 reported difficulty in finding qualified personnel.

### Other key findings

- 49% of salon owners classified their salon as a full-service salon, 18% as a haircutting salon, 4% as a nail salon and 5% as a barber shop.
- 47% of salon employees work full time, 33% are part time (20-35 hours), and 10% are low time (less than 20 hours).
- The average salon income, including tips, is about \$30,000 - 50,000/year.

While manicurists are currently only 10% of the current industry employees (up from 2.6% in 2009), some 16% of the anticipated vacancies are for professionals with those skills.

### PERSONAL ATTENTION:

Students are given attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the Licensing Examination.

### HEALTH AND PHYSICAL CONSIDERATIONS:

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

### COURSES OF STUDY

### HOURS TO BE COMPLETED

### WILL BE AWARDED WITH

### LANGUAGE TO BE TAUGHT

Cosmetology Course	(1,600 Clock Hours)	Certificate	English or Spanish
Manicuring Course	(400 Clock Hours)	Certificate	English or Spanish
Manicuring Course-600	(600 Clock Hours)	Certificate	English or Spanish
Cosmetician Course	(600 Clock Hours)	Certificate	English or Spanish
Teacher Training	(600 Clock Hours)	Certificate	English or Spanish

The course of study for students enrolled in their course of study shall consist of the state mandated technical instructional and practical operations covering all practices constituting the art of cosmetology, manicuring, cosmetician.

**EDUCATIONAL GOALS:** The courses of study are designed to prepare students for the state licensing examination and for profitable employment as a:

Cosmetologist: \_\_\_\_\_ (S.O.C. # 39-5012, CIP # 12.0401)

Manicuring: \_\_\_\_\_ (S.O.C. # 39-5092, CIP # 12.0409)

Manicuring-600: \_\_\_\_\_ (S.O.C. # 39-5092, CIP # 12.0409)

Cosmetician: \_\_\_\_\_ (S.O.C. # 39-5094, CIP # 12.0499)

Teacher Training: \_\_\_\_\_ (S.O.C. # 39-5011, CIP # 12.0413)

### STUDENT CLOCK HOUR POLICY:

The Board of Barbering and Cosmetology will only recognize time clock punched hours of attendance, as a result of this requirement **this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period.** You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends a 6 hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom. At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. **The time card must be signed by the student and the instructor daily. Instructors may not sign a student in or out.**



Time cards reflect the students weekly & daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times. After clocking in you are required to maintain applied effort, personnel grooming, leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

#### **TIME CARD POLICY:**

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

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

The following time frame, the Board of Barbering & Cosmetology gives for each operation:

Shampoo/set = 1 1/2 hours,

Facial = 1 1/2 to 2 hours,

Hair cut = 1/2 to 1 hour,

Permanent Wave = 2 to 2 1/2 hours and

Manicure = 1/2 hour

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

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

(This policy will be provided to applicants prior to enrollment.)

This institution expects **all** its students to maintain Satisfactory Academic Progress as established by this institution. This policy applies to **all** students enrolled in any course at the institution, regardless of attendance status (part-time or full time).

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 matters prior to graduation unless credit has been allowed for previous training as experiential credit is not allowed. Successful graduates will be awarded an appropriate certificate upon completion of their training program.

The student must:

1. Maintain a cumulative academic average of "C" (70%) or better as a qualitative factor to determine academic performance using grades, and/or work projects completed, and/or comparable factors measurable against a norm.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract as a quantitative factor. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $2/3 \times 30 = 20$ ).
3. A **maximum time frame** in which a student must complete the educational course or program that is no longer than 150% of the length of the educational course or program based on 100% attendance schedule measured in academic years, non-standard terms, or clock hours completed. Students who exceed 150% of course length are considered to NOT be making satisfactory academic progress and will be terminated.
4. Students on an approved Leave of Absence will have their contract period and **maximum time frame** extended by the same number of days as the leave of absence.
5. Evaluation periods are done at least by midpoint of the academic year or program for all students, whichever comes earlier. (Note: All evaluations must be completed within seven (7) business days following the established evaluation points)
6. Students who meet minimum requirements for attendance and academic performance are considered making satisfactory academic progress until their next scheduled evaluation.
7. **Only students who maintain satisfactory academic progress are able to be continuing their educational courses.**
8. A student's successful course completion percentage is based on the number of successfully completed hours divided by the cumulative number of hours attempted by the student.

9. Students will have access to SAP evaluation results at the time of the evaluation and upon request.
10. The institution allow for an initial status of satisfactory academic progress *warning* for students who are not considered meeting minimum standards for Satisfactory Academic Progress.
11. For those students who are re-entering after a period of withdrawal will be in the same progress status as when they left.
12. Adult students, parents or guardians of dependent minor students, **have the right to inspect, review, and challenge information contained in their education records.** However, a staff member must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution.

**EVALUATION PERIODS:** Evaluations will be performed for all students based on the US Department of Education Regulations and definition of an Academic Year and will be performed at the end of each payment period. USDOE defines an academic year as being 900 clock hours & 26 calendar weeks, a payment period is defined as 450 clock hours & 13 calendar weeks per period. Based on the above definition the Cosmetology course will contain two (2) 450 clock hours payment periods & 26 weeks = 900 clock hours & 26 weeks and the remaining 700 hours of the course will be prorated and contain (2) 350 hour payment periods = 700 clock hours & 22 calendar weeks. Using the above definition(s) the following schedule will be followed for determining when the student will be evaluated: The evaluations(s) will be performed based on when the student actually reaches the end of each payment period. Based on Full-time enrollment status. Part-time enrollment status will be calculated based on the above formula.

SAP evaluation periods are based on actual contracted hours at this school. Students' compliance with the Satisfactory Academic Progress is assessed as follows (all hours are scheduled hours to be completed and based on actual contracted hours at the college):

**Cosmetology:** PP (1) 450 hours & 13 calendar weeks, PP(2) 900 hours & 26 calendar weeks, PP (3) 1250 hours & 37 calendar weeks and PP (4) 1600 hours & 48 calendar weeks. Based on Full-time enrollment.

**Cosmetician, Manicuring-600 and Teacher Training:** These courses shall be prorated based on the above definition of an Academic year 600 clock hours and 18 weeks . PP (1) 300 hours & 9 calendar weeks & PP (2) 600 hours & 18 calendar weeks. Based on Full-time enrollment.

**Manicuring:** The first evaluation will be conducted at the midpoint of the course (200 clock hours) and the final evaluation will be conducted at 400 hours.

**GRADING SYSTEM / GRADING SCALE:**

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

**ACADEMIC GRADING**

**THEORY GRADES FOR PRACTICAL WORK**

100% - 90%	A..... Excellent	(GPA 4)	04 POINTS = A
89% - 80%	B.....Above Average	(GPA 3)	03 POINTS = B
79% - 70%	C .....Average	(GPA 2)	02 POINTS = C
69% - 60%	D .....Un-Satisfactory	(GP A 1)	01 POINTS = D
59% - 00 %	F.....Fail	(GPA 0)	00 POINTS = F

**ACADEMIC WARNING:**

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

**ACADEMIC PROBATION:**

The institution may allow for the status of probation for Students who are not considered meeting minimum standards for Satisfactory Academic progress if:

- a) The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
- b) The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- c) The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- d) The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the

institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

The student must provide a written appeal and demonstrate that they will be able to reach satisfactory Academic Process by the end of the probationary period.

### **APPEAL PROCEDURES:**

**Students must initiate the Appeal Process.** Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit:

- a) A written request to the institution's administrator. The letter should be received within (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the administrator's decision. The committee shall provide written notice to the student of its decision within a reasonable time frame.(5-10 days). The decision of the committee shall be final. Students that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be reentered in the course and will be reinstated. *Students accepted for re-entering the program that previously were not making satisfactory progress; they will reenter in the same satisfactory academic progress status that was in place at the time of withdrawal.* They must attain their satisfactory progress status by the next scheduled evaluation, of re-entry.
- b) The reasons for which a student may appeal such as the death of a relative, an injury or illness of the student, or other allowable special circumstances;
- c) Documentation, the student must submit regarding why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation.

The appeal and result of the appeal documents will be kept in the student's file.

### **COURSE INCOMPLETENESS:**

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

### **LEAVE OF ABSENCE:**

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation.

We do allow a Leave of Absence for students that may experience a severe medical or legal problem(s) which may make it difficult for them to attend class. The institution may allow a student under such severe medical or legal circumstances to take a Leave of Absence (LOA) from the program for up to 180 days in a 12-month period.

In order for an LOA to qualify as an approved LOA:

1. The LOA must be requested in writing and signed in advance unless unforeseen circumstances prevent the student from doing so. It must include the reason for the student's request. In unforeseen circumstances in which the student is not able to request a LOA prior, the institution will document the reason and collect the LOA request at a later date. The beginning date of the approved LOA would be the first date the student was unable to attend school.

The LOA request form must be filled out and the date of leave and return must be stated on the form prior to the school official approving the LOA. There must be a reasonable expectation that the student return to school after the LOA.

2. Students on LOA's will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her *maximum time frame* to complete the course extended by the same number of days as the leave of absence.

The student's contract period will also be extended by the same number of days as the LOA. **The 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.**

3. If a student does not return to the institution at the expiration of an approved LOA (or a student takes an unapproved LOA), the withdrawal date for the purpose of calculating a refund is always student's last day of attendance. The refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and will be paid within 45 days, depending on the financial source.

4. A student granted an LOA that meets the above requirement is not considered to have withdrawn, and no refund calculation is required at that time.

**This policy has been revised and becomes effective January 31, 2019.**

#### **RE-ESTABLISHMENT OF SATISFACTORY PROGRESS & TRANSFER HOURS:**

Students may re-establish satisfactory progress as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period. *Transfer hours from another institution that are accepted towards the student's educational program are counted as both attempted and completed hours 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. Your current educational program will not impact your current SAP as they are counted as both attempted and completed hours.

#### **ATTENDANCE STATUS:**

Full time students are required to be enrolled to attend a minimum of 24 hours per week. Half time enrollment requires a minimum of 12 hours per week. Part-time enrollment is defined as more than 12 but less than 24 hours per week. Less than 12 hours per week is less than half time. Students may attend up to 8 hours per day. (they must have two thirty (30) minute lunch periods in between the six (six) hours intervals). Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the time allowed.

#### **TARDINESS:**

You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends a 6 hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break.

A student, who is tardy Days (9:08 a.m.) & Evenings (4:38 p.m.), cannot clock in until the theory class is over and may not attend the class. Day students must clock in for class no later than 9:07 a.m. for theory class. If you are late, you will be asked to leave and return at or after 11:00 a.m.

Evening students must clock in no later than: 4:37 p.m.. If late, you will be permitted to return at 6:30 p.m.

Students must check in with their instructors if they clock in late.

#### **EXCUSED OR UNEXCUSED ABSENCES:**

In case of illness or emergency on any day, the student must call in to the School Director to report his/her absence before 9:15 a.m. that morning. Evening students must report absence by 4:45 p.m. that afternoon. This is considering an excused absence; any other absences are unexcused.

#### **MAKEUP HOURS / WORKS:**

The only makeup work allowed is when permitted by the Instructor in Charge; others are not permitted.

Students may make-up missed class hours at the end of their scheduled class day with instructor approval. In addition, students may make-up hours by participating in school-sponsored events or other extra-curricular activities at which an instructor is present.

Due to absences, all assignments, tests and homework may be made up. Students who are absent on theory test day, whether excused or unexcused, or fail to take a theory test must make up the test within the same month the test was given. If the test is not made up within the same month, the test missed will be posted as a **zero** for calculating monthly grade point average.

#### **CONDUCT:**

Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated. Students are expected to conduct themselves in a manner appropriate to a

professional work environment. They are at all times required to follow the rules of conduct given to them at orientation. If a student's conduct is determined inappropriate by their instructor or other faculty member they will be warned about their conduct and improvement will be expected. If the inappropriate conduct continues the student will be terminated from the program. **The college will not tolerate the use of alcohol or drugs at any time.**

**TERMINATION:** Any student absent more than fourteen (14) consecutive days (calendar days) without notifying the Director will be terminated.

There are various violations that will result in termination of a student from the program. Students at **Fantasy Beauty College** are always expected to follow the rules of conduct and be a positive influence on other students around them. If they are not able to do this they will be terminated from the program. If a student is terminated from the program they have the right to an appeal. This appeal must be in writing addressed to the School Director requesting that their case be re-evaluated and discuss the changes that have been made to solve the problem that caused their termination. At the discretion of the Director the student may be readmitted. If not, they will be unable to continue training at **Fantasy Beauty College**.

Transfer hours from other institution that are accepted toward the student's educational program are counted as both attempted and completed hours 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.

**NOTICE OF STUDENT RIGHTS:**

1. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.
2. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Post secondary Education at the address and phone number below for information.

**A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll-free telephone #: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

**GRIEVANCE PROCEDURE:**

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

1. Fill out a grievance form and list all grievances.
2. Deliver all forms to the Director: **Mr. Trung Dinh Pham**
3. If you are unable to deliver the form to the Director, you may mail the form to the Owner: **Mr. Hieu Dinh Pham**,  
252 E. Second St. Pomona, CA 91766.
4. All grievances regardless of the nature will be turned over to the Owner and reviewed.
5. The Director will evaluate the grievance and set up an appointment with the person within 5 days from receipt of the form. if the grievance is an emergency, it will be addressed within 24 hours.
6. Any grievance that you cannot work out with the institution you may contact:
7. The student may contact the **Bureau** at any time during the grievance process.

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE):**

**2535 CAPITOL OAKS DR. STE 400. SACRAMENTO, CA 95833**

**TOLL-FREE PHONE: (888) 370-7589 / TELEPHONE (916) 431-6959**

**[www.bppe.ca.gov](http://www.bppe.ca.gov)**

Sincerely,

*Hieu Pham*

**Mr. Hieu Pham**  
**Owner**

## **SCHOOL-RULES AND REGULATIONS:**

1. School hours for are:

Day Students: Tuesday through Saturday: 9:00 a.m. - 5:30 p.m.

Evening Students: Tuesday through Friday: 3:30 p.m. - 9:00 p.m. and Saturdays 9:00 am.- 5:30 p.m.

Full and Part-time schedules are available.

First day of class for a new full time student students starts on Tuesday at 9:00 am, and first day of class for a night time new students starts on Tuesday at 3:30 pm.

Theory Sections are from 9:00 a.m. – 11:00 a.m. (Day Students) and 3:30 p.m. to 6 p.m. (Evening Students)

2. Time cards must be clearly legible. Students must punch only their own timecards.

3. In case of illness or emergency on any day, the student must call in to the School Director to report his/her absence before 9:00 a.m. that morning. Evening students must report absence by 3:30 p.m. that afternoon. This is considered an excused absence; any other absences are unexcused.

4. Students are required to be in class for roll call promptly at 9:00 a.m. (unless your schedule states a different starting time) in clean, prescribed uniform. Male & Female Students must wear a white Lab Coat, neat and clean, closed toe and tennis shoes (canvas type material not allowed).

5. Students appearing in school with their hair not set and neat will clock out. Beauty needs are to be done on the student's own time.

6. A student who is tardy. Days (9:08 a.m.) & Evenings (3:38 p.m.) cannot clock in until the theory class is over and may not attend the class.

7. Students will take lunch between 11:30 a.m. and 1:30 p.m. and must be cleared by receptionist at the desk. A Student is required to punch in and out for Students should report to an instructor if they have not had lunch by 1:30 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility, and must be staggered.

8. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. The Student, who is failing to do so, will only receive credit for hours indicated by the time clock.

9. No student is allowed to clock out during college hours without permission from the Director. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day his/her time card must be left at the receptionist desk.

10. No gum chewing is allowed in the college at any time. Smoking is allowed in designated area outside of the building.

11. No visitors are permitted in the classroom or student lounge area unless approved by the Director.

12. School business phones may not be used for personal calls. All calls are limited to 3 minutes. You are not permitted to leave a patron answer the phone.

13. Rigid adherence to the rules of sanitation and personal hygiene is required at all times.

14. Students must their keep work station, in class or on the floor, clean and sanitary at all times.

15. A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day and all articles must be labeled at all times.

16. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.

17. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
18. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
19. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
20. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
21. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
22. A student must attend college on all Saturdays. The Day before and after the holiday are considered Saturdays. The college reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness.
23. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
24. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.
25. Students must keep a record of hours and services each day as required on the student daily record of applied effort. The College Office and Bureau of Cosmetology will audit weekly time cards. Credit will be given for applied effort only; continuously engaged in training and study of the Branch of Cosmetology for which you are enrolled. An instructor must check all work or credit will not be given. Records must be neat and clear.
26. All students will be expected to maintain an average of 67% attendance throughout their course of study. Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation.
27. Only products Furnished by the college may be used unless otherwise approved by the Director.
28. Students are to park only in the area designated by the college. The Director will show you the parking area and where to park during orientation class.
29. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
30. Student must comply with college policy and state rules and regulations.
31. Due to absences, all assignments, tests and homework may be made up. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
32. Notify office immediately of any address or telephone change.
33. Absence of seven days or more without notification shall be considered cause for suspension. **Any student absent more than fourteen days (14) consecutive days (calendar days) without notifying the Director will be terminated.**

34. Students who are absent on theory test day, whether excused or unexcused, or fail to take a theory test must make up the test within the same month the test was given. If the test is not made up within the same month, the test missed will be posted as a **zero** for calculating monthly grade point average.

**These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a Cosmetologist, Manicurist, Cosmetician and Therapeutic Massage.**

**Violation of any of the school rules may result in the student's suspension or termination from our school.**

**TUITION AND FEES SCHEDULE:**

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

COURSE	Hours	WKS	TUITION	REG. *	KITS	STRF *	Other Charges *	TOTAL
Cosmetology	1600	40-64	\$ 5,900.00	\$100.00	\$00.00	\$0.00	\$0.00	\$6,000.00
Manicuring	400	10-15	\$ 900.00	\$100.00	\$00.00	\$0.00	\$0.00	\$1,000.00
Manicuring-600	600	15-24	\$ 1,900.00	\$100.00	\$00.00	\$0.00	\$0.00	\$2,000.00
Cosmetician	600	15-24	\$ 1,900.00	\$100.00	\$00.00	\$0.00	\$0.00	\$2,000.00
Teacher Training	600	15-24	\$ 1,900.00	\$100.00	\$00.00	\$0.00	\$0.00	\$2,000.00

\* = NON-REFUNDABLE

**Additional Fee: Each Student will be assessed the STRF fee upon enrollment @ \$0.00 per Thousand dollars of tuition paid per student. Please refer to the STRF section in this catalog.**

As long as the kit is returned within the cancellation period it is refundable.

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

**EXTRA INSTRUCTION CHARGES:** Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction fee will be charged: made for the balance of the hours required for the completion of course. An addendum to time enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology: \$3.69/hour, Cosmetician, Teacher Training: \$3.17/hour for each course and Manicuring courses (400 hrs and 600 hrs): \$2.50/hour .

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

**METHOD OF PAYMENT:**

Payments can be paid by: cash, money order or check. **We do not accept credit card or offer any Federal Loan/title IV funding at this moment.**



**SCHOLARSHIPS:**

Our College does not award any institutional scholarship; occasionally the college may have promotional incentives and will announce the incentives and conditions to receive such incentive. If a student experiences a severe financial hardship, they may consult the financial office to inquire as to any assistance that may be available to them and tuition waiver may be granted to the student. A **waiver** allows for a portion of a student's **tuition** not to be paid. The student is responsible for payment of the remaining **tuition** not covered by the **waiver**. Any changes will not affect attending students.

**RE-ENTRY POLICY:**

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

All students who withdraw may re-enter into the program without the loss of credit of Program hours. They will be in the same progress status as when they left. All records of the student are stored for six (6) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the school before the student is accepted for re-enrollment.

The institution reserves the right not to re-enroll any student that has been previously dropped from our program

**TUITION POLICIES AND FEES:** ALL TUITION AND FEES ARE PAYABLE IN according to Payment schedules (weekly, monthly, and quarterly) are available.

**BANKRUPTCY:** Our college is not involved in any type of Bankruptcy action such as having a pending petition before a Bankruptcy court, or operating as a debtor in possession nor have we filed a petition within the preceding five years or have had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

\*\*\*\*\*  
**REFUND POLICY (B.P.P.E.) Bureau For Private Postsecondary Education:**

**REFUND POLICY**  
**NOTICE OF STUDENTS RIGHTS AND OBLIGATIONS:**

The following refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure. An applicant not accepted for training by the school shall be entitled to a refund of all moneys paid.

All charges stated on page one of this agreement are due and payable prior to the completion of each payment period.

A payment plan has been arranged for you. **The plan is to make (number of payment) payments for the amount of \$ (amount) starting (date).** Kits received and accepted by the student is NOT REFUNDABLE.

You are responsible for the total amount of charges stated on page one of the enrollment agreements.

**After the on-time graduation date, the student will be responsible for additional tuition needed to complete the course by hour or per week.**  
**Course description:** Each course of study is designed to assist student's capability to pass the State Board of Barbering and Cosmetology Licensing Examination. Passing the Exam is a requirement in order to obtain a State License. The License is a requirement to Operate and/or work in the State of California.

**Graduation Requirements:** When a student has completed the required theory hours and practical operations in Course of Study with a GPA of "C" (70%) or better and all fees are paid in full he or she is awarded a Certificate certifying his or her graduation.

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

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

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

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

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

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

The date you notify the **Financial Office** of your intent to withdraw. Only the Financial Office would be authorized to accept a notification of your intent to withdraw.

The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.

The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

**RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NONPAYMENT OF TUITION:** THE INSTITUTION MAY WITHHOLD A STUDENT'S TRANSCRIPT OR GRADES IF THE STUDENT IS IN DEFAULT ON A STUDENT TUITION CONTRACT. IF THE PROGRAM OF STUDY IS CONSISTS OF ONLY ONE PROGRAM, THE INSTITUTION MAY WITHHOLD THE GRADES OR THE TRANSCRIPT UNTIL THE TUITION OR LOAN OBLIGATION IS PAID IN FULL.

**Student Tuition Recovery Fund (STRF):** 5, CCR § 76215 (a) 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 in a residency program.

5 CCR §76215(b) In addition to the statement described under subdivision (a) of this section, 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 are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a results 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 (4) years from the date of the acting 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 tax payer identification number.

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

**School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school is RESPONSIBLE for providing a full refund of all money PAID by the student and proof of training for the student.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at FANTASY BEAUTY COLLEGE is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (COSMETOLOGY, COSMETICIAN, MANICURING, MANICURING - 600 and TEACHER TRAINING), is also at the complete discretion of the institution to which you may seek to transfer. If the credentials that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution you are transferring. 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 FANTASY BEAUTY COLLEGE to determine if your credentials will transfer.

**\*If institution offers more than one educational program, only the program in which the student is enrolling must be listed.**

**Note:** Academic transcripts will not be released until tuition charges are paid in full.

**Placement:** This school does not guarantee placement. However, limited job placement assistance by providing referrals to graduates is available.

**AWARD OF CREDIT FOR PRIOR EXPERIENTIAL LEARNING:**

**We do not award of credit for prior experiential learning.**

**ENROLLMENT TIME:**

Enrollment time is defined as the hours of attendance, that portion of the course completed on the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded promptly (30 days) after formal cancellation by the student as defined in item B or formal termination by the school, which shall occur no more than 21 days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that they will not be returning.

\* If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a full refund of tuition unless you are enrolled in the field of Cosmetology. If you are, then the following policy will be applied: Cosmetology students' hours may have the option to transfer their hours from one Cosmetology school to another, but the school may not imply that all hours are transferable. The Pro-Rata refund policy will be applied if you have earned any clock hours beyond the Cancellation period of 5 business days. An exception to this policy is as follows: A student whom elects not to accept the verification of training hours or does not elect to pursue a program of cosmetology at another institution shall be entitled to a full refund of tuition.

\* If a course is canceled subsequent to enrollment, the school shall at its option:

1. Provide a full refund of all monies paid; or
2. Provide completion of the course.

**RECOVERIES & REFUNDS:**

In any case where a refund is due to the, the application of the refund will be made as follows: to the student and shall be made within 30 days. When a student requests a transfer to another school, the institution will prepare all of the academic and financial documentation requested by the student.

**CURRICULUM FOR COSMETOLOGY COURSE**

**(1,600 HOURS)**

The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1,600) clock hours of

technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

Total Theory Hours: 370  
 Total Practical Hours: 1,230  
 Total Hours: 1,600

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<b><u>1100 Hours of Technical Instruction and Practical Training in Hair Dressing</u></b>		
<b>Hairstyling:</b> The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	240
<b>Permanent Waving and Chemical Straightening:</b> The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
<b>Hair Coloring and Bleaching:</b> The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
<b>Hair Cutting:</b> The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<b><u>200 Hours of Technical Instruction in Health and Safety</u></b>		
<b>Laws and Regulations:</b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	

<p><b>Health and Safety Considerations:</b>  The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.</p>	45	
Board Approved Health & Safety Course	20	20
<b>SUBJECT</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)</b>
<p><b>Disinfection and Sanitation:</b>  The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.</p> <p>Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	20	
<p><b>Anatomy and Physiology:</b>  The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.</p>	15	
<b><u>200 Hours of Technical Instruction and Practical Training in Esthetics</u></b>		
<p><b>Manual, Electrical and Chemical Facials:</b>  The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for</p>	25	40

the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.		
<p><b>Eyebrow Beautification and Make-up:</b> The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.</p> <p>The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.</p>	25	30
<b>SUBJECT</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)</b>
<b><u>100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring</u></b>		
<p><b>Manicuring and Pedicuring:</b> The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.</p>	10	25
<p><b>Artificial Nails and Wraps:</b> Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.</p>	25	120 Nails
The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.		

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:**

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

**COSMETOLOGY PERFORMANCE OBJECTIVE**

1. Acquire knowledge of laws and rules regulating California's cosmological establishments' 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:**

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

**ATTITUDES TO BE DEVELOPED:**

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

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:**

Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

**GRADUATION DOCUMENTATION:**

When a student has completed the required theory hours and practical operations in Course of Study with a GPA of "C" (70%) or better and all fees are paid in full he or she is awarded a Certificate certifying his or her graduation.

**LICENSING REQUIREMENTS:**

Applicant must be 18 years of age or older and have completed the 10th grade, A cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

**REQUIRED TEXTS FOR COSMETOLOGY COURSE**

Milady Standard Cosmetology, 13th Edition

**CURRICULUM FOR MANICURING COURSE****(400 HOURS)**

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Such technical *instruction* and practical operations shall include:

Total Theory Hours: 125

Total Practical Hours: 275

Total Hours: **400**

<b>SUBJECT</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)</b>
<b><u>300 Hours of Technical Instruction and Practical Training in Nail Care</u></b>		
<b>Manicures and Pedicures:</b> The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	60	60 & 180 Nails
<b><u>100 Hours of Technical Instruction and Practical Training in Health and Safety</u></b>		
<b>Laws and Regulations:</b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
<b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25	
Board Approved Health & Safety Course	20	20
<b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician.  The ten required minimum operations shall entail performing all	20	10



necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.		
<b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	10	
The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers.		

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

**SKILLS TO BE DEVELOPED:** Use of proper implements relative to all manicuring, Pedi curing, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:** Be able to appreciate good workmanship common to manicure, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have satisfactorily completed Theory and Operations required by Bureau of Barbering & Cosmetology with an average grade of "C" (70%) or better.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations in Course of Study with a GPA of "C" (70%) or better and all fees are paid in full he or she is awarded a Certificate certifying his or her graduation.

**LICENSING REQUIREMENTS:** Applicant must be 18 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring course as described above and passed the Manicuring Licensing Exam with an overall average of 75%.

**REQUIRED TEXTS FOR MANICURING COURSE**

Milady Standard Nail Technology, 7th Edition

**CURRICULUM FOR MANICURING-600 HOURS COURSE**

**(600 HOURS)**

The curriculum for students enrolled in a manicuring-600 and pedicurist course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. which is 200 hours over what the California Board of Barbering & Cosmetology require for licensure. Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails. This course goes beyond the basics of manicuring and adds advanced techniques to prepare students to be salon ready.

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. Such technical *instruction* and practical operations shall include:

**440 HOURS OF PRACTICAL TRAINING AND 160 HOURS OF TECHNICAL INSTRUCTION**

**MINIMUM SPECIFIED PRACTICAL OPERATIONS:**

Disinfection/Sanitation	30	Nail Wraps/Repairs	40
Complete manicures	30	Gel Nails (nails)	40
Complete Pedicures	30	Pink and White Nails (nails)	40
Acrylic:Liquid/Powder Brush-on	80	Nail Art (nails)	80
Nail Tips (nails)	100	Drill Nail Applications (nails)	40

**Board Approved Health & Safety Course 20**

**TECHNICAL SUBJECT**

**MINIMUM THEORY HOURS**

1. The Cosmetology Act and the Bureau's Rules and Regulations. \_\_\_\_\_ 20
2. Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purpose of nail care preparations.) \_\_\_\_\_ 10
3. Health and Safety/Hazardous Substances (Shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.) \_\_\_\_\_ 15
4. Disinfection and Sanitation (shall include procedures to protect the *health* and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment \_\_\_\_\_ 20
5. Board Approved Health & Safety Course \_\_\_\_\_ 20
6. Bacteriology, anatomy, physiology \_\_\_\_\_ 10
7. Complete Manicure: Water and Oil Manicures: including hand and arm massage \_\_\_\_\_ 15
8. Complete Pedicure: including foot and ankle massage \_\_\_\_\_ 15
9. Application of Artificial Nails,
  - (A) Acrylic: Liquid and Powder Brush-On \_\_\_\_\_ 10
  - (B) Nail Tips \_\_\_\_\_ 10
  - (C) Nail wraps and repairs \_\_\_\_\_ 05
10. Gel Nails \_\_\_\_\_ 05
11. Pink and White Nails \_\_\_\_\_ 05
12. Nail Art \_\_\_\_\_ 05
13. Drill Nail Applications \_\_\_\_\_ 05
14. Additional training will be given in the following subject matters:  
Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, clients services record cards and preparing a resume, employment development, modeling, desk, reception and care, and other subjects relating to Cosmetology field.

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

**SKILLS TO BE DEVELOPED:** Use of proper implements relative to all manicuring, Pedi curing, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:** Be able to appreciate good workmanship common to manicure, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have satisfactorily completed Theory and Operations required by Bureau of Barbering & Cosmetology with an average grade of "C" (70%) or better.

**GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations in Course of Study with a GPA of "C" (70%) or better and all fees are paid in full he or she is awarded a Certificate certifying his or her graduation.

**LICENSING REQUIREMENTS:** Applicant must be 18 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring course as described above and passed the Manicuring Licensing Exam with an overall average of 75%.

**REQUIRED TEXTS FOR MANICURING-600 COURSE**

Milady Standard Nail Technology, 7th Edition

**CURRICULUM FOR COSMETICIAN COURSE**

**(600 HOURS)**

The curriculum for students enrolled in a Cosmetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Cosmetician, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

Total Theory Hours: 205  
 Total Practical Hours: 395  
 Total Hours: 600

<b>SUBJECT</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)</b>
<b><u>350 Hours of Technical Instruction and Practical Training in Facials</u></b>		
<p><b>Manual, Electrical and Chemical Facials:</b>                      The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	70	140
<p><b>Preparation:</b>                      The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.</p>	15	
<b><u>200 Hours of Technical Instruction in Health and Safety</u></b>		
<p><b>Laws and Regulations:</b>                      The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	10	
<p><b>Health and Safety Considerations:</b>                      The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: 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, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup,</p>	40	

chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.		
Board Approved Health & Safety Course	20	20
<b>SUBJECT</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)</b>
<p><b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures.</p> <p>Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	10	
<p><b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.</p>	15	
<b><u>50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up</u></b>		
<p><b>Eyebrow Beautification:</b> The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.</p>	25	50
<p><b>Make-up:</b> The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.</p>	20	40
The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.		

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

**SKILLS TO BE DEVELOPED:** Learn the proper use of implements relative to all Cosmetician Services, acquire the knowledge of analyzing the skin prior to all service; to determine any disorders, will learn the procedures and terminology used in performing all Cosmetician service, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:** Be able to appreciate good workmanship common to Cosmetician, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

**GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations in Course of Study with a GPA of "C" (70%) or better and all fees are paid in full he or she is awarded a Certificate certifying his or her graduation.

**LICENSING REQUIREMENTS:** Applicant must be 18 years of age or older and have completed the 10th grade, A Cosmetician license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetician course as described above and passed the licensing exam with an overall average of 75%.

**REQUIRED TEXTS FOR COSMETICIAN COURSE**

Milady Standard Esthetics: Fundamentals, 11th Edition (English or Spanish)

## CURRICULUM FOR TEACHER TRAINING

(600 HOURS)

The curriculum for students enrolled in Teacher training course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of cosmetology, as defined in section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation & examination. Practical operation shall mean the actual performance by the instructor trainee of teaching techniques and principles. Please note 110 hours will be devoted to clinic/theory experience which shall include all phases of being an Instructor.

### THEORY SUBJECT

1. The Cosmetology Act and the Board's Rules and Regulations.	10
2. Preparatory instruction: (A) Instructional techniques: method of instruction, lecture; demonstration, performance communication skills; instructional aides and the use of questions to promote learning. (B) Organization techniques: 4 step teaching method: performance objectives; and learning domains, etc. (C) Lesson planning: Subject; title; outlines, development; and visual aids, etc. (D) Techniques of evaluation: purpose of tests; types of tests; test administration, scoring and grading etc.	40 30 60 10
3. Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act/ Rules and Regulations. (Shall be conducted under the supervision of a licensed instructor).	150
4. Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory.	200

### TECHNICAL SUBJECT PRACTICAL OPERATIONS

(A) Organization techniques: 4 step teaching method: performance objectives; and learning domains, etc.	50
(B) Lesson planning: Subject; title; outlines; development; and visual aids, etc.	50
<b>SUMMARY OF DAILY CLOCK HOURS</b>	<b>600</b>

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

**TEACHER TRAINING PERFORMANCE OBJECTIVES:** To help develop the ability to: Teach related information, manipulative operations, and techniques. Use various teaching aids, such as instruction sheets, visual aids and tests. To provide information about: A specific teaching techniques used by the vocational teacher in the working area and in the classroom.

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

The necessity for constant effort towards achievement of professional competency as a teacher and the importance of developing personal characteristics that will contribute to success in teaching.

**SKILLS TO BE DEVELOPED:** Develop occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students, develop lesson plans, outlines, procedures and tests that will insure student comprehension and will instill the will to learn in even the most difficult student, development of a course content reflecting a comprehensive, correlated unit of study, development of instructional materials that will facilitate set-up and preparation of class and development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

**GRADUATION DOCUMENTATION:**

When a student has completed the required theory hours and practical operations in Course of Study with a GPA of "C" (70%) or better and all fees are paid in full he or she is awarded a Certificate certifying his or her graduation.

**LICENSING REQUIREMENTS:** Currently the Board of Barbering & Cosmetology does not offer a Licensing Exam for instructors.

**REQUIRED TEXT BOOK FOR TEACHER TRAINING COURSE:**

**Milady's Master Educator:** ISBN 9781133693697

Fantasy Beauty College



## **ADMISSIONS INFORMATION AND HOURS**

### **ADMISSIONS**

Applicants for Admissions may secure information on Tuesday through Saturday between 09:00 a.m.- 5:30 p.m.  
Person to contact: Mr. Trung Pham and Ms. Leyna Ton Admissions (909) 620-6893

### **FINANCIAL**

Applicants or students may secure Financial information Tuesday through Fridays between 10:00 a.m. - 6:00 p.m.  
Person to contact: Mr. Trung Pham...Financial Advisor (909) 620-6893

### **PLACEMENT ASSISTANCE**

Wednesday, Thursday and Friday between: 10:00 a.m. through 12:00 p.m.  
Person to contact: Mr. Trung Pham Placement (909) 620-6893

### **DRUG ABUSE PREVENTION PROGRAM**

The college makes the following information available to its students, staff, and instructors.

Any individual associated with **FANTASY BEAUTY COLLEGE** who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

National Council on Alcoholism & Drug Dependence  
656 N Park Ave, Pomona, CA 91768  
[\(909\) 629-4084](tel:9096294084)

### **VIOLENCE/DOMESTIC ABUSE ADVISOR HOTLINE**

Citrus Counseling Center  
973 N Grand Ave  
Covina, California 91724  
Call Dr. Thomas Van Andel  
[\(626\) 467-5122](tel:6264675122)  
<https://www.psychologytoday.com/>

The college makes the following information available to its students, staff, and instructors.

Any individual associated with **FANTASY BEAUTY COLLEGE** who is seeking information, counseling, or assistance concerning about violence/domestic abuse may call the hotline:

If you are seeking advice for yourself or a loved one, contact the hotline.

100% Free and 100% Confidential

By phone: 1.877.4.It.To.Stop (1-877-448-8678)

## **DISCLOSURE OF EDUCATIONAL RECORDS (FERPA):**

Adult students, parents or guardians of dependent minor students, **have the right to inspect, review, and challenge information contained in their education records.** However, a staff member must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. **School will maintain files for six (6) years.** Students are not entitled to inspect the financial records of their parents. **Written consent is required** by the student (or parent, guardian if student is a minor) before education records may be disclosed to third parties with the **exception of accrediting commissions or governmental agencies so authorized by law.**

F.E.R.P.A: Notification of Rights under FERPA for Postsecondary Institutions of the Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day school receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school then the official to whom the request was submitted, that official shall advise the student

of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the school. School Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by **school** to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.] FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory

information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

- To other school officials, including teachers, within the **school** whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J)-(a)(1)(i)(B)(2) are met. (§99.31(a)(1)) the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a no forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of

## Student's Rights and Responsibilities

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

- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped.

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

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

# FANTASY BEAUTY COLLEGE

## FACULTY / ORGANIZATIONAL CHART

### OWNER / CEO

Mr. Hieu Dinh Pham

### Director / CAO

Mr. Trung Dinh Pham

### Admissions

Leyna Ngoc Ton

### Placement

Mr. Trung Dinh Pham

### Instructors

NGA TO NGUYEN, DULCE ADORABLE RECINOS, HOAI THI TRAN, LAURA CASTRO, MINH PHAM AND LINH NHAT HUYNH

### COSMETOLOGY EDUCATIONAL FACULTY QUALIFICATION LIST

NGA TO NGUYEN Licensed Cosmetologist Licensed Esthetician Licensed Manicurist	INSTRUCTOR (MANICURING) SINCE 2010 SINCE 2015 SINCE 1999
DULCE ADORABLE RECINOS Licensed Cosmetologist	INSTRUCTOR (COSMETOLOGY-ENGLISH) SINCE 2013
HOAI THI TRAN Licensed Cosmetologist	INSTRUCTOR (COSMETICIAN) SINCE 2015
LAURA CASTRO Licensed Cosmetologist	INSTRUCTOR (COSMETOLOGY/MANICURING - SPANISH) SINCE 2011
MINH PHAM Licensed Cosmetologist	INSTRUCTOR (COSMETICIAN/MANICURING/COSMETOLOGY) SINCE 2002
LEYNA TON Licensed Cosmetologist Licensed Esthetician Licensed Manicurist	INSTRUCTOR (FLOAT SUBSTITUTE INSTRUCTOR) SINCE 2017 SINCE 2014 SINCE 2005
LINH NHAT HUYNH Licensed Manicurist	INSTRUCTOR (MANICURING) SINCE 2014

## Directions:

From the 60 FWY, take the Garey Off Ramp, make a **right** if you are traveling going **West (to LA)**, make a **left** if you are traveling going **East (to Riverside)**; go for about 1 mile and you will get to Second Street, just before the train underpass; make a **right** turn onto **Second St**, and you will find us on your right hand side at **216 E. Second St. Pomona, CA 91766**

From the 10 FWY, take the Garey Off Ramp, make a **left** if you are traveling going **West (to LA)**, make a **right** if you are traveling going **East (to Riverside)**. (**Street is called Orange Grove for about 100 feet, then you have to turn left on the light onto Garey Ave.**) Go for about 1 Mile and you will get to Second Street, make a **left** after the train underpass onto **Second St**, and you will find us on your right hand side at **252 E. Second St. Pomona, CA 91766**

