



SCHOOL CATALOG 2019-2020

Main Campus
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Granada Hills CA 91344
(818) 366-3211, Fax (818) 832-4306

www.newberryschool.edu

CATALOG BEGINNING AND END DATES

July 1, 2019 – June 30, 2020

Published July 1, 2019- (Revised April 1, 2020)

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NEWBERRY SCHOOL OF BEAUTY

SCHOOL CATALOG DISCLAIMER:

Welcome to Newberry School of Beauty, The Catalog will be available online at www.newberryschool.edu under Disclosures. It is your responsibility to review the catalog carefully as it contains the institutions policies and procedures. Every attempt is made to ensure accurate information. Newberry School of Beauty has the right to change policies and procedure as deemed necessary to best forward their programs of study and to comply with state regulations. Students agree to be subject to the policies and procedures as they are published in the most recent edition of the catalog. Changes may be made without prior notice.

COPYRIGHT INFRINGEMENT

Is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code) These rights include the right to reproduce or distribute a copyrighted work, In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

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

All information and content of this school catalog is current and correct and is so certified as true by Eric Friedland,

Chief Executive Officer. The combination of the enrollment agreement and the institution catalog represent a legal and binding document.

ALL INSTITUTIONAL, RULES AND REGULATIONS PUBLISHED IN THIS CATALOG MUST BE FOLLOWED BY ALL STUDENTS.

CATALOG BEGINNING AND END DATES

July 1, 2019 to June 30, 2020

Published July 1, 2019-(Revised April 1, 2020)

LETTER FROM THE PRESIDENT

Dear Student,

NEWBERRY SCHOOL OF BEAUTY, thanks you for selecting us to provide you with your desired training. You are now entering into an institution of learning that will provide you with the tools for a successful future in the beauty industry.

NEWBERRY SCHOOL OF BEAUTY, is dedicated to student success by enriching lives and cultivating professionals through innovative, personalized post-secondary education in a creative and inspiring environment that prepares graduates in the business skills and fiscal responsibility necessary for success in the workplace.

We pride ourselves on guiding our students to their career goals while caring for all their educational needs along the way, from cutting edge classroom instruction to hands on practical training in a salon environment. We continue this process through preparation for the state licensing exam, to job search and career assistance and beyond.

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

It is a pleasure to have you join us at **NEWBERRY SCHOOL OF BEAUTY**. My goal is to help you discover your ability to transform your life and your client's lives, with your new acquired skills. The degree of your satisfaction will depend on the effort you are willing to apply during the entire course of your training.

The entire Staff wishes you a successful career in the Barber/Beauty business world.

Sincerely,

Eric Friedland

Eric Friedland
Chief Executive Officer (CEO)

APPROVAL TO OPERATE - DISCLOSURE STATEMENT

The school is licensed to operate by the California Department of Consumer Affairs (DCA)

NEWBERRY SCHOOL OF BEAUTY. Is a Private Institution and is approved to operate by The Bureau for Private Postsecondary Education (BPPE) as a for-profit business established in the state of California, Approval to operate means compliance with state standards as set for in this CEC and 5, CCR. The Approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operate indicates that the institution exceeds minimum state standards as set for in this chapter. The institution is currently licensed to conduct the following courses: Cosmetology 1600 hours, Barbering 1500, Barber Crossover 200 hours, and Esthetician 600 hours. **All courses are taught in English.**

California statute requires that a student who successfully completes a course of study will be awarded an appropriate diploma or certificate verifying their completion of such course.

REVIEW DOCUMENTS

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel. As a prospective student, you are also 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. Please make Admissions personnel aware of any special needs or accommodations you may need prior to your enrollment. Please also review physical demands of the field of Cosmetology on page #24 of the school catalog.

QUESTIONS

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 Physical Address: 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834. PO Box 980818, West Sacramento CA, 95798-0818. www.bppe.ca.gov Toll Free Number (888) 370-7589 Phone Number (916) 431-6959 or by fax (916) 263-1897

COMPLAINTS

A student of any member of the public, may file a complaint about this Institution with the Bureau for Private Postsecondary Education by calling (888) 730-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov.

FINANCIAL STABILITY-BANKRUPTCY HISTORY

NEWBERRY SCHOOL OF BEAUTY. Have not filed for or been involved in any bankruptcy proceedings. Newberry School of Beauty Inc. does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years, or has 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.).

FINANCIAL AID PROGRAMS AND PAYMENT OPTIONS

The school currently has available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees: Pell Grants, SEOG, William D. Ford Federal Direct Loans and Vocational Rehabilitation, for those who qualify.

The school also accepts payment for any monies owed to the school through cash, certain credit cards, money orders, as well as personal checks. Please discuss payment options with the schools Financial Aid Officer or Admissions during your enrollment process.

ACCREDITATION

NEWBERRY SCHOOL OF BEAUTY Main Campus, located at 16852 Devonshire St Granada Hills CA 91344, is Accredited by the National Accreditation Commission of Career Arts & Sciences (NACCAS) 3015 Colvin Street, Alexandria VA 22314 Phone (703) 600-7600 www.naccas.org

ADDRESS OF INSTRUCTION LOCATION

16852 Devonshire St
Granada Hills CA 91344
Phone (818)366-3211;
Fax (818)832-4306

EXECUTIVE OFFICE

16852 Devonshire St
Granada Hills CA 91344
Phone (818)366-3211
Fax (818)832-4306

CORPORATE OFFICER

Eric Friedland
Chief Executive Officer

HISTORY AND OWNERSHIP

Newberry School of Beauty is owned by Western Beauty Institute, Inc. Newberry School of Beauty has been training students in the field of Cosmetology since December of 1949. The school has earned a reputation for excellence and quality of education. Completion of each program of instruction qualifies the student for the California State Bureau of Barbering and Cosmetology licensing examinations.

MISSION & OBJECTIVES ALL PROGRAMS

NEWBERRY SCHOOL OF BEAUTY is dedicated to student success by enriching lives and cultivating professionals through innovative, personalized post-secondary education in a creative and inspiring environment that prepares graduates in the business skills and fiscal responsibility necessary for success in the workplace. We pride ourselves on guiding our students to their career goals while caring for all their educational needs along the way, from cutting edge classroom instruction to hands on practical training in a salon environment. We continue this process through preparation for the state licensing exam, to job search and career assistance and beyond. We are happy to have you visit the school and receive a copy of our School Catalog, see our facilities and meet our faculty and staff. Please consider the many advantages for our students. Our staff would be pleased to answer all your questions.

STUDENT RIGHTS AND RESPONSIBILITIES

THE STUDENT HAS THE RIGHT TO ASK THE SCHOOL:

1. The name of its accrediting and licensing organizations?
2. About its programs; laboratory, and other physical facilities; and its faculty?
3. What the cost of attending is and the policy on refunds to students who drop out?
4. What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs?
5. What procedures and deadlines are for submitting application for each available financial aid program?
6. How it selects financial aid recipients?
7. How it determines financial need?
8. How much of your financial need, as determined by the school, has been met?
9. To explain each type and amount of assistance in your financial aid package?
10. To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed?
11. How the school determines whether you are making satisfactory progress and what happens if you are not?
12. What special facilities and services are available to the handicapped?

IT IS THE STUDENT'S RESPONSIBILITY TO:

1. Review and consider all the information about the school program before enrolling.
2. 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 you from receiving aid.
3. Know and comply with all deadlines for applying and re-applying for aid.
4. Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
5. Notify the school of any information that has changed since you applied.
6. Read, understand, and keep copies of all forms you are asked to sign.
7. 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.
8. Notify the school of a change in your name, address, phone number, or attendance status (Full/part-time student).
9. Understand your school's refund policy.
10. 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.
11. 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.

ADMISSION POLICY

"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 catalog information will assist the student to make a more educated selection of the program of study offered by this institution. **The Institution catalog, Performance Fact Sheet and disclosures are updated annually; the dates covered by the documents are stated on the cover page.**

The school requires that **EACH** student enrolling in the Cosmetology, Barbering, Esthetician, Manicuring, and Barbering Crossover must:

A) Provide a copy of his/her high school diploma, GED, High School Transcripts or California State Proficiency Test (California law require that the Certificate of Proficiency be equivalent to a high school diploma). A State Certification of home school completion is also accepted, if applicable. For students that have immigrated to the United States, and have a High School Diploma from their country, the High School Diploma must be translated into English and be evaluated to determine U.S High School Equivalency by an independent academic evaluator.

B) Students without an equivalent to a High School education may still be admitted under the Institutions Ability to Benefit (ATB) procedures by passing one of the tests approved by The Bureau for Private Postsecondary Education, and be beyond the compulsory age.

C) When applicable: Must hold a cosmetology license or have completed all the required hours to enroll in the Barbering Crossover program.

NOTE: If you do not have a high school diploma or its equivalent, please note that, as of July 1, 2012 Ability to Benefit students are no longer eligible for Title IV funding through the U.S. Department of Education unless the student was formerly admitted and enrolled in a Title IV eligible institution and is considered to be "grandfathered" under the criteria specified by the Department of Education. This means that a student must have enrolled and attended a Title IV eligible postsecondary institution prior to July 1, 2012 regardless of whether the student received Title IV funding.

CREDIT EVALUATION

Appropriate credit will be granted for prior training of similar Courses offered by this Institution upon review and verification by School officials of its validity under the Cosmetology Act and the Board of Barbering & Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the Institution will depend entirely on the Board of Barbering and Cosmetology Regulations. Newberry School of Beauty will not accept students for enrollment in the following courses for any hours **less than: Cosmetology 400, Barbering 400, Barber Crossover 200, and Esthetician 300**. This includes students with State credit and a letter of recommendation from the Barbering and Cosmetology Program. **Out of State students must first request and receive a "Letter of Evaluation" from the California Barbering and Cosmetology Program.** Newberry School of Beauty does not guarantee that the school will accept any of your prior hours. Copies of all above documents shall be retained in Student files upon enrollment. Newberry School of Beauty will only accept prior hours from another California Cosmetology School or a letter from the California Board of Barbering and Cosmetology.

CHARGES FOR TUITION, FEES AND EQUIPMENT FOR TRANSFER STUDENTS

Tuition will be based on the current hourly rate multiplied times the number of hours required to complete the course. Student will only be charged for the number of hours needed to complete the program.

- The enrollment fee will be \$100.00 or 15% of the total tuition, whichever is less.
- Students must have all equipment as listed in the school's current kit list or purchase the kit from the school.
- Students requiring more than 400 hours of education, will be required to purchase the schools educational kit

The School Director, prior to enrollment, must determine that all remaining required technical hours of instruction and operations will be able to be completed by the Student in the time frame allotted.

A transfer student may be required to complete additional hours at the school's discretion.

TRANSFERRING FROM ONE PROGRAM TO ANOTHER WITHIN THE SCHOOL

For students who change from one program of instruction to another, this institution shall grant credit for training obtained in one course that is identical to training required in another course. **Business and Profession Code section 7367**

Any student that will like to transfer to a different program offered by this Institution will go through the following steps:

1. Be withdrawn from the current program of study.
2. Be up to date with all tuition payments (a refund calculation will be performed)
3. Enrolled in the new program of study.

RE-ENTRY POLICY

All students who withdraw may re-enter into the program without the loss of State Program credit hours, provided it is within 5 years from the date of their withdrawal (an institutional policy). All records of the student are stored for five (5) 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 Institution before the student is accepted for re-enrollment.

NOTICE CONCERNING TRANSFERABILITY OF CLOCK HOURS AND CREDITS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Newberry School of Beauty, is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **Diploma** you earn in the Educational Program is also at the complete discretion of the institution to which you may seek to transfer. If the Diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Newberry School of Beauty to determine if your Diploma will transfer.

EXPERIENTIAL CREDIT

This institution does not award credit for experiential learning. This institution has not entered into an articulation or transfer agreement with any other college or university.

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 day after enrollment (**seven days from date when enrollment agreement was signed**), whichever is later..

The notice of cancellation shall be in writing and submitted directly to the **Financial Aid Office**. If you cancel the agreement the school will refund any money that you paid, less any deduction for registration fee and equipment received.

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

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

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

DETERMINATION OF WITHDRAWAL FROM SCHOOL, 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. The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

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

For purposes of determining a refund. A student shall be considered to have withdrawn from an educational program when he or she withdraws or is deem withdrawn in accordance with the withdrawal policy.

Return of Title IV: Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. **(12)** If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Refunds: If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7) Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG, 10) Other. This order would apply in accordance to the aid programs available at the institution.

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 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.

Note: Academic transcripts will not be released until tuition charges are paid in full unless other arrangements have been made.

FINANCIAL AID INFORMATION

Financial Aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a postsecondary education. Financial Aid is money made available to help meet the cost of their college education. Financial Aid includes Grants and Loans. Grants do not have to be repaid. Loans usually have a low interest rates that a student must pay back depending on the conditions of their loan. Financial Aid is awarded to students who have "need" based upon the financial information submitted from the student. Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending Newberry School of Beauty.

A list of these programs includes:

Federal PELL Grant: (does not require repayment) ***

Federal Supplemental Education Opportunity Grant: Does not require repayment (FSEOG)***

Federal Direct Stafford Loans - Subsidized: Must be repaid***

Federal Direct Stafford Loans - Unsubsidized: Must be repaid***

Federal Direct Plus Loans: Must be repaid***

***Denotes the programs available at this institution

The Financial Aid Office at **Newberry School of Beauty** is committed to provide students with financial aid resources to meet their educational cost. Newberry School of Beauty offers financial aid to eligible students through a combination of Federal Pell Grants, Federal Supplemental and Federal Direct Stafford Loans.

FINANCIAL AID ELIGIBILITY

To be eligible for financial aid, a student must:

- be admitted as a regular student;
- be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- be a citizen or an eligible non-citizen;
- not owe a refund on a FPELL Grant or FSEOG at any school;
- not be in default on a Stafford Loan, Perkins Loan /SLS/Plus Direct Loan at any school;
- have financial need;
- be making Satisfactory Academic Progress (as defined by the school's policy) in the course of study;
- be registered for selective service (if a male between 18-25 years of age);
- have a high school diploma, (or its equivalent) a GED
- Agree to use any federal student aid received solely for educational purposes

COMPLIANCE STATEMENT

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

FINANCIAL AID APPLICATION PROCESS

In order to determine eligibility for federal financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) on line at www.fafsa.ed.gov. Students are encouraged to complete the FAFSA as soon as possible but not earlier than January 1st. The Title IV Institutional code for **Newberry School of Beauty** is **0071300**. In order to sign your FAFSA form electronically; students must register for an FSA ID at www.fsaid.ed.gov. Once your FAFSA has been processed, a Student Aid Report (SAR) will be sent to you. The SAR outlines information that you reported on the FAFSA, and it is important that you review the information. Corrections can be made to the FAFSA by logging on the FAFSA website. When you receive the SAR, the Financial Aid Office will receive the electronic transmission of the FAFSA information from the federal processor. When students complete the FAFSA, the United States Department of Education verifies the information reported with the following federal agencies:

1. Social Security Administration- for verification of your social security number and United States Citizenship Status
2. Selective Service Systems - for verification of Selective Service registration status
3. Department of Homeland Security - for verification of eligible non-citizen status
4. Department of Justice – for verification that an applicant has not been denied federal student aid by the courts as a result of a drug-related conviction
5. Department of Veterans Affairs- for verification of veteran status Students who complete the FAFSA may be selected by the Department of Education for a process called Verification.

VERIFICATION PROCESS:

The policy of this school is to verify those students selected by CPS (USDE contractor processing the FAFSA and calculating the EFC) as shown in the ISIR or SAR comment section indicated with an (*) next to the EFC. The institution's Financial Aid Office (FAO) may opt to select an applicant for verification even though it is not selected by CPS.

Under the school policy, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of the verification process

Students who are selected for Verification are required to submit the following to the Financial Aid Office.

1. An IRS Tax Return Transcript for student and spouse or parents, as applicable of the most current year.
2. Wage earning statements (W-2 forms) and miscellaneous income statements (1099 forms) for student and spouse or parents, as applicable.

If tax returns transcripts are not available or a student has not filed, the following information is needed:

3. A copy of IRS form 4868(Application for Automatic Extension of time to File U.S. Individual Tax Return)
4. Wage earning statements (W-2 forms) and miscellaneous income statements (1099 forms) for student and spouse or parents, as applicable
5. Department of Education Verification Worksheet

The Financial Aid Office will notify students when they are selected for Verification and will provide guidance throughout the Verification process.

The Department encourages students and parents to use the **IRS Data Retrieval process** to import data from their tax return and **not change it**. It is the fastest, easiest, and most secure method of meeting verification requirements.

For the retrieved data to be acceptable documentation of tax data, it is necessary that neither students nor parents change the data after it is transferred from the IRS—if the data is changed, the student/parent will need to provide other documentation as explained below.

If students cannot or will not use **IRS Data Retrieval**, either at initial FAFSA filing or through the FOTW correction process, they must document AGI, taxes paid, and untaxed income by providing an IRS tax return transcript

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

Students or parents who file an **amended return cannot use the IRS Data Retrieval process**. Instead, they must **request a tax return transcript**, but because that document only contains the information on the original return, they must **also request a tax account transcript**, which contains only the data that was altered. Both documents together can then be used to complete verification. If the tax filer chooses to order them on paper, he/she must use IRS Form 4506-T rather than Form 4506T-EZ.

VERIFICATION EXCLUSIONS:

Applicants excluded from verification include:

1. **Death**—Applicant dies during the award year or before the deadline for completing the verification.
2. **Certain spouse or parents/status**—Spouse or parent's information is not required to be verified if the spouse or parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means or cannot be located because the address is unknown and cannot be obtained by the applicant.
3. **Completed verification**—if the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
 1. Letter stating that the verification process was completed.
 2. Copy of the application data that was verified, a copy of the signed SAR/ISIR.
4. **Not an Aid recipient**

TOLERANCES: Any discrepancy greater than \$25.00 MUST be resolved.

TIME PERIOD FOR PROVIDING DOCUMENTATION: Applicants must provide the required documentation within 120 days from the last day of attendance or September 27, 2020, whichever is earlier.

NOTIFICATION OF RESULTS OF VERIFICATION: The school shall notify the applicant of the results of the verification process within 30 days of the student's submission. The notification will take place using a new, if changed, award letter stating the awards by aid program amounts and expected disbursement dates. On this document, the student and the parent have an opportunity to cancel all or part of the award from any loan program

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

If the student cannot provide all required documentation within 120 days from the ISIR processed date or by September 27, 2020, whichever is the earlier, the school cannot complete the verification process. The school would advise the applicants via regular mail or by email, which the student is no longer eligible for the preliminary financial aid awards offered to the student.

The school then gives the applicants the following options:

1. The student may continue training on a cash payment basis.
2. The student may withdraw
3. The student may make other financial arrangements to cover the school cost.

REFERRAL PROCEDURE: The school shall forward to the Secretary of Education, a referral of discovered fraud cases. Any fraud cases will be forwarded to the Office of Inspector General, US Department of Education, 400 Maryland Avenue SW, Washington DC 20202-1500. Phone: 1-800-MIS-USED. Email: oig.hotline@ed.gov

FEDERAL PELL GRANT: Unlike a loan, does not have to be repaid. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. Additional information is available at www.studentaid.ed.gov

Amounts can change yearly. The maximum Federal Pell Grant award is **\$6,195** for the 2019–20 **award year** (July 1, 2019 to June 30, 2020). The amount you get, though, will depend on:

1. **your financial need,**
2. **your cost of attendance,**
3. **your status as a full-time or part-time student, and**
4. **Your plans to attend school for a full academic year or less.**

The financial aid Administrator will give you all the information regarding your eligibility and amount of award.

You may not receive Federal Pell Grant funds from more than one school at a time.

DIRECT FEDERAL STAFFORD LOANS (SUBSIDIZED/ UNSUBSIDIZED)

DIRECT SUBSIDIZED LOANS, are available to undergraduate students with financial need. Your school determines the amount you can borrow, and the amount may not exceed your financial need.

For a subsidized loan, the U.S. Department of Education pays the interest

- While you're in school at least half-time,
- During a period of deferment (a postponement of loan payments).

NOTE: If you receive a Direct Subsidized Loan that is first disbursed between July 1, 2019, and before July 1, 2020, you will be responsible for paying any interest that accrues during your grace period. If you choose not to pay the interest that accrues during your grace period, the interest will be added to your principal balance. Interest rate is **4.53% fixed**.

UNSUBSIDIZED LOANS: Direct Unsubsidized Loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need. Your school determines the amount you can borrow by considering the cost of attendance and other financial aid you receive.

For an unsubsidized loan, you are responsible for paying the interest during all periods. Interest rate is 4.53% fixed. If you choose not to pay the interest while you are in school and during grace periods and **deferment** or **forbearance** periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan).

PLUS, LOANS

Are federal loans that graduate or professional degree students and parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the Direct Loan Program.

The U.S. Department of Education is the lender.

The borrower must not have an adverse credit history.

Loans have a fixed interest rate of 7.08%. The maximum loan amount is the student's cost of attendance (determined by the school) minus any other financial aid received.

DEADLINES: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

FOR MORE SPECIFIC INFORMATION ON EACH PROGRAM PLEASE REFER TO THE STUDENT GUIDES AVAILABLE AT:

- http://studentaid.ed.gov/students/publications/student_guide/index.html
- <http://www2.ed.gov/offices/OSFAP/Direct Loan>

Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday at 1-800-433-3243

NOTE: Defaulting in Federal Loans may initiate action against you including but not limited to retention of Income Tax refunds and also ineligibility for additional Federal Student Aid. Balances of unpaid institutional charges are the responsibility of the student. Delinquent accounts will be assigned to collection agencies. Collection costs will be added to any outstanding balance.

The following chart shows the annual and aggregate limits for subsidized and unsubsidized loans.

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
First-Year Undergraduate Annual Loan Limit	\$5,500—No more than \$3,500 of this amount may be in subsidized loans.	\$9,500—No more than \$3,500 of this amount may be in subsidized loans.
Second-Year Undergraduate Annual Loan Limit	\$6,500—No more than \$4,500 of this amount may be in subsidized loans.	\$10,500—No more than \$4,500 of this amount may be in subsidized loans.
Third Year and Beyond Undergraduate Annual Loan Limit	\$7,500—No more than \$5,500 of this amount may be in subsidized loans.	\$12,500—No more than \$5,500 of this amount may be in subsidized loans.

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
Graduate or Professional Student Annual Loan Limit	Not Applicable (all graduate and professional students are considered independent)	\$20,500 (unsubsidized only)
Subsidized and Unsubsidized Aggregate Loan Limit	\$31,000—No more than \$23,000 of this amount may be in subsidized loans.	\$57,500 for undergraduates—No more than \$23,000 of this amount may be in subsidized loans. \$138,500 for graduate or professional students—No more than \$65,500 of this amount may be in subsidized loans. The graduate aggregate limit includes all federal loans received for undergraduate study.

Direct Loan Entrance and Exit Interviews:

before a first disbursement may be made to a first-time Direct Loan (Subsidized/ Unsubsidized loan) borrower, the student MUST receive Entrance counseling that explains the Loan obligation. The Counseling MUST be conducted in person, by audiovisual presentation, or by interact means. Students are strongly encouraged to take the Online Direct Loan Entrance and Exit Interview/quiz at: <https://www.dl.ed.gov>

Prior to graduation, the student will be required to complete the Online Direct Loan Exit Interview at <https://www.dl.ed.gov>

FEDERAL DIRECT STAFFORD LOAN REPAYMENT OPTIONS:

Students will begin repayment of their Federal Direct Stafford Loan when they graduate, withdraw, take a leave of absence, become administratively suspended and/or drop below half-time enrollment. At this time, the servicer of your Federal Direct student loan will be notified, and you will be informed regarding repayment options. The monthly payment amount can vary depending on how much loan debt the student has accumulated, the interest rate of the loans, and the repayment option the student selects. During the Direct Stafford Loan grace period, students will have the opportunity to select one of the repayment plans listed below:

STANDARD OR LEVEL: This is the most common and least expensive payment option where students have fixed monthly payments of at least \$50 for a 10-year period. If your monthly payments exceed 10% of your gross monthly income, you should consider one of the other repayment options.

GRADUATED: This option allows the flexibility of having your payments start out low and increase over time. Generally, this is evaluated every two years. The option is good if you have limited income and expect higher earnings over the 10-year repayment period.

INCOME-BASED: Monthly payments are based on your income and your total loan amount over a period of 10 years. Payments can be adjusted annually to account for changes in your income. The repayment period of 10 years may be extended to 15 years under a special forbearance provision. Students should discuss the 15-year forbearance option with their loan servicer.

EXTENDED FIXED OR EXTENDED GRADUATED: Monthly payments are fixed or graduated over a period of up to 25 years. Extended repayment plans are available only to new Direct Loan Borrowers who currently have an outstanding Direct Loan balance of more than \$30,000. You may choose to make payments using the level or graduated repayment schedule. The total interest costs are greater for the 25-year loan period versus the 10-year loan period.

INCOME CONTINGENT: This option allows the monthly payment to be adjusted each year based on the annual income (including your spouse's income if married), your family size, and the total amount of your Direct loans. After 25 years, any unpaid loan amount will be forgiven. This plan is currently available only to Direct Subsidized or Unsubsidized Loan borrowers.

FEDERAL DIRECT LOAN CONSOLIDATION: This allows you to combine multiple federal education loans into a single Direct Consolidation Loan which may allow students to extend the repayment period. Students should note that while extending the repayment period, they may pay more interest over the life of the Direct Consolidation Loan. The interest rate for a Direct Consolidation Loan is based on a weighted average of the loans being consolidated. Depending on your total loan balance, you may be able to lower your monthly payments. For additional information regarding Direct Loan Consolidation, contact the Direct Loan Consolidation Center at 1.800.557.7392.

DEFERMENT AND/OR FORBEARANCE OF FEDERAL STAFFORD LOANS: Students may be eligible to receive a deferment on their Federal Stafford Loans as long as the loan is not in a defaulted status. A deferment allows students to temporarily postpone payments on the Stafford Loan. Students may be eligible for a deferment if enrolled at least half-time at a postsecondary school, are in an approved rehabilitation training program for the disabled, unable to find full-time employment, and/or demonstrate economic hardship.

If a student experiences difficulty meeting repayment obligation and is not eligible for a deferment, the servicer may grant them forbearance for a limited period of time. During the period of forbearance, the student's payments are postponed or 30 reduced, and sometimes the repayment period can be extended. Students will be charged interest on the loan during the period of forbearance. Students may be eligible for a forbearance if they are unable to make payments due to poor health or other unforeseen personal problems, are serving in medical or dental internships or residency, serving in a position under the National Community Service Trust Act of 1993, or obligated to make payments that are equal to or greater than 20 percent of their monthly gross income. Students can request deferments or forbearance by contacting the lender or agency that services their federal loans.

DIRECT LOAN DEFERMENTS: A deferment is a period in which repayment of principal and interest is postponed temporarily. During the deferment of a subsidized loan (Direct Subsidized and Direct Subsidized Consolidation Loans), the government pays the interest that accrues. For unsubsidized loans (Direct Unsubsidized, Direct PLUS, Direct Unsubsidized Consolidation, and Direct PLUS Consolidation Loans), you are responsible for the interest that accrues during the deferment period. If you have unsubsidized loans, any unpaid interest capitalizes (is added to the principal balance) when you enter repayment at the end of the deferment.

FORBEARANCE If you are not eligible for a deferment you may still be eligible for forbearance. Forbearance is an arrangement to postpone or reduce your monthly payment amount for a limited and specific period during which you are charged interest. If you indicate a temporary inability, but willingness to pay the loan(s), you may ask for or be offered a forbearance. For all Direct Loans, interest that accrues during forbearance is the responsibility of the borrower. When you re-enter repayment at the end of the forbearance period, any unpaid interest capitalizes (is added to the principal balance). You must apply and qualify for forbearance and the U.S. Department of Education must approve the request in order for forbearance to be in effect.

If you get a federal student loan you are responsible for repaying the loan amount plus any interest

If the Student obtains a Federal Student 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.

The Federal or State government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA

This institution does not receive enough campus-based funds to satisfy all student financial needs. Therefore, the school emphasizes the SELF-HELP CONCEPT of student financial assistance. **The SELF-HELP CONCEPT** is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school.

The **SELF-HELP CONCEPT** lists types of financial assistance in the following order:

- **Family Contributions**
- **Other resources**
- **Federal PELL Grant**
- **Self Help (Stafford and/or, PLUS Loans)**

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

DETERMINING NEED:

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

EXPECTED FAMILY CONTRIBUTION (EFC): Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance

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

1. Were you born before January 1996?
2. As of today, are you married? (Separated but not divorced)
3. At the beginning of 2019-2020 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, etc.
4. Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. Are you a veteran of the U.S. Armed Forces?
6. Have children who will receive more than half of their support from you between July 1, 2019 and June 30, 2020?
7. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2020?
8. At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?

9. As determined by a court in your state are you or were you an emancipated minor?
10. As determined by a court in your state of legal residence, are you or were you in legal guardianship?
11. At any time on or after July 1, 2018, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. At any time on or after July 1, 2018, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. At any time on or after July 1, 2018, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

DEPENDENT STUDENT: She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

DEPENDENT: She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the student.

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

RENEWAL PROCESS: A FPELL Grant award is received for one award year (July 1 to June 30 of the following year) and is not automatically renewed for the next award year. Students must re-apply for the FPELL Grant

DEFINITIONS: RELATED TO FINANCIAL AID

ACADEMIC YEAR: A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours of instruction for a full-time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

PAYMENT PERIOD: 450 hours and 13 weeks for courses of 900 hours or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks. 1 St. payment period: tuition for 450 hours, fees, books and supplies. 2 nd. payment period: tuition for 450 hours. 3 rd. and 4th payment period: tuition for 350 hours.

CLOCK HOUR: A period of 50 to 60 minutes of supervised instruction during a 60 minutes period

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

WITHDRAWALS: Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of absence

RECOVERIES: Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the Promissory note of the student loans. If funds from the grant programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid 45 days from the student's withdrawal and present proof of such arrangements to the institution. If no repayment is received and no arrangements are presented, the institution will refer the debt to the US Department of Education. The student will no longer be eligible for aid until informed by US Department of Education.

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

1. Unsubsidized Loans from FFELP or Direct Loan
2. Subsidized Loans from FFELP or Direct Loan
3. Perkins Loans,
4. PLUS (Graduate Students) FFELP or Direct Loan
5. PLUS (Parent) FFELP or Direct Loan,
6. Pell Grant,
7. Academic Competitiveness Grant (ACG),
8. National SMART Grant,
9. Federal SEOG

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

VOCATIONAL REHABILITATION:

Students who attend a Rehabilitation program do so by applying to the Department of Rehabilitation. They are assigned a caseworker and the caseworker determines their eligibility and then refers the student to the school.

ATTENDANCE POLICY-ALL PROGRAMS

This Institution requires that a student attend a minimum of 67% of the schedule Instructional Hours.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic Progress Policy is consistently applied to **all** students enrolled at Newberry School of Beauty. It is printed in the catalog to ensure that **all** students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS). And the federal regulations established by the United States Department of Education.

SAP EVALUATIONS PERIODS

EVALUATION PERIODS: all students must be in compliance with the Academic Probation and Dismissal Policy at the end of each evaluation period or term of the course.

The student's first evaluation will occur no later than mid-point of the course program.

Evaluation points occur based on the total length of the program measured in clock hours, and corresponding to the academic year of each program. The academic year for each program is 900 clock hours. Students are evaluated for Satisfactory Academic Progress as Follows:

Cosmetology	At the point when the student completes	450	900	1250	1600
Barbering	At the point when the student completes	450	900	1200	1500
Barber Crossover	At the point when the student completes	100	200	-----	-----
Manicuring	At the point when the student completes	200	400	-----	-----
Esthetician	At the point when the student completes	300	600	-----	-----

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

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

***ALL EVALUATIONS MUST BE COMPLETED WITHIN 7 BUSINESS DAYS FOLLOWING ESTABLISHED EVALUATION POINTS (PERIODS). ALL STUDENTS ARE NOTIFY OF THEIR SAP RESULTS.**

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at each evaluation point based on actual hours to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. For example: 350 (accrued hours) divided by 450 (scheduled hours) = 78%. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time frame in which a student must complete the educational course, does not exceed 150% of the NACCAS approved length of the education course based on 67% attendance schedule, measured in clock hours completed. This will be allowed students to complete each course and avoid withdrawal from school. No student will be allowed to go over the maximum time frame. A leave of absence will extend the contract period and the maximum time frame by the same number of days taken in the leave of absence.

***Note-** A student's contracted time may vary according to their status (full or part-time).

	<u>MAXIMUM WEEKS</u>	<u>MAXIMUM SCHEDULED HOURS:</u>
Cosmetology	54-80 weeks	2400 HOURS
Barbering	50-80 weeks	2250 HOURS
Barber Crossover	7-13 weeks	300 HOURS
Manicuring	20-25 weeks	600 HOURS
Esthetician	20-30 weeks	900 HOURS

ACADEMIC PROGRESS EVALUATIONS

The quantitative used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is

evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70%. **Students must make up failed or missed tests and incomplete assignments.**

Numerical grades are considered according to the following scale:

93-100 EXCELLENT

85-92 VERY GOOD

70-84 SATISFACTORY

69 and BELOW- UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academic and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Students may request a copy of their Satisfactory Academic Progress results through the schools Financial Aid Office. Students deemed not maintaining Satisfactory Academic Progress will be placed on Warning.

WARNING

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

ACADEMIC PROBATION AND DISMISSAL POLICIES

The School Director may place a student on academic **Warning** if the student is not making satisfactory academic progress as per this Institution's Policy. Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on standard percentile basis and the percentage equated to a letter grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. If the student falls below 70% in academic and/or 67% in attendance the student will be placed on academic Warning. The student under an academic warning will have one additional term to bring up or to exceed the minimum standard of the Institution. If the student has still not met progress requirement at the end of the warning period, the student will be considered not making satisfactory academic progress. At this point the student will have the option to appeal and request to be placed on probation. In order for the student to be placed on probation, the student **MUST APPEAL** the satisfactory academic progress decision within the next 15 days and prevail upon appeal. If at the end of the probation period the student has not met progress requirements the student will be dismissed from the program.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 5 business days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS: Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

TERMINATION

A Student will receive written termination notice from the Registrar Office, if she/he fails to meet attendance/Academic requirements at the end of the probationary period.

RE-ENTERING: Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

NONCREDIT, REMEDIAL COURSES, REPETITIONS:

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS: With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

LEAVE OF ABSENCE

The following Leave of Absence Rules apply to **all** students enrolled.

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the reason for the LOA and the **start** and end date of the leave of absence, this request needs to be sign by the student unless the student experienced any unforeseen circumstances. Leaves of Absence may be granted for up to 180 days. The student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 days in any 12-month period. The Institution will document the reason for its decision to approve the LOA. Students will not be assessed additional tuition charges while on their Leave of absence and the student's enrollment agreement will be extending for the same days as the leave of absence taken before the start of the leave of absence. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation will be required. Students **Returning** from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. Students who fail to return from a LOA or take an unapproved LOA will be withdrawn. The student's withdrawal date for the purpose of calculating a refund will be the student's last day of attendance, or the day the student notifies the school that he/she will not be returning. Students must be reasonably certain of their intent to return. Once the student returns from an approved leave of absence the institution will extend the students maximum time frame and the contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties and an addendum must be signed and dated by all parties. The student will be given a copy of the leave of absence request and return date, and the contract addendum.

The institution may grant a LOA to a student that did not provide the request prior to the LOA due to unforeseen circumstances. In this situation the beginning date of the approved LOA would be the first date the student was unable to attend the institution due to the unexpected circumstances. The Institution will collect the request from the student at a later date and will have the student sign the LOA form.

TUITION AND FEE SCHEDULE Effective July 1, 2019

NOTE: Tuition Charges are itemized by Payment Period.

COURSE	TUITION	REGISTRATION FEE	SUPPLIES	BOOKS	STRF	TOTAL CHARGES	PERIOD OF ATTENDANCE	TOTAL HOURS
COSMETOLOGY	\$16,000.00	\$100.00	\$1,300.00	300.00	0.00	\$17,700.00	54-80 WKS	1600
BARBERING	\$15,375.00	\$100.00	\$1,200.00	300.00	0.00	\$16,975.00	50-80 WKS	1500
ESTHETICIAN	\$7,200.00	\$100.00	\$910.00	300.00	0.00	\$8,510.00	20-30 WKS	600
MANICURING	\$3,200.00	\$100.00	\$400.00	\$250.00	0.00	\$3,950.00	20-25 WKS	400
BARBER CROSSOVER	\$1,800.00	\$100.00	0.00	0.00	0.00	\$1,900.00	7-13 WKS	200

NEWBERRY SCHOOL OF BEAUTY. RESERVES THE RIGHT TO MAKE ANY CHANGES TO THE TUITION, THE FEES OR THE COURSE CONTENT WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGES MADE, WILL NOT AFFECT ATTENDING STUDENTS.

*(The Student Tuition Recovery Fund fee is a Non-Refundable fee)

* = **NONREFUNDABLE: Supplies:** Once USED, they are not refundable due to sanitary considerations and hygiene. Above supplies price include a current **9.50% sales tax.**

SPECIAL NOTE TO STUDENTS: If a student completes the program earlier than the estimated timeframe stated in the contract, the student's financial Aid Package may be recalculated and this may result in liabilities owed by the student and/or by the Institution, if applicable.

Example of Tuition charges Itemized by Payment Period.

Barbering Program

Itemized Charges By Payment Period	1st Payment Period	2nd Payment Period	3rd Payment Period	4th Payment Period	Total Charges for entire Course
Tuition	\$4,612.00	\$4,612.00	\$3,075.00	\$3,075.00	\$15,375.00
Registration Fee (Non-Refundable)	100.00	0	0	0	100.00
Supplies (Non-Refundable)	360.00	360.00	240.00	240.00	1,200.00
Books (Non-Refundable)	300.00	0	0	0	300.00
STRF(Non-Refundable)	0	0	0	0	0
Tax (Non-Refundable)	0	0	0	0	0

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

MONTHLY TUITION:

Per your Enrollment Agreement, students are responsible for making monthly tuition payments toward their tuition account. Payment is accepted in the form of personal check, cash, money orders, or credit card. Payments made after the tuition due date, will be charged a \$25.00 late fee.

EXTRA INSTRUCTION FEES: If a student reaches the expected graduation date stated on his/her contract and needs additional time to complete hours and/or operations, overtime tuition charge will be assessed for the remaining number of hours to complete times the hourly rate per program. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology \$10.00, Barbering \$10.25, Esthetician \$12.00, Manicuring \$8.00, Barbering Crossover \$9.00.

LOAN REPAYMENT

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 monies not paid from federal student financial aid program funds

STRF DISCLOSURE

"76215 (a)(b) Student Tuition Recovery Fund Disclosures.

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

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

"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 result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number." 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 Physical Address: 2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833. PO Box 980818, West Sacramento CA, 95798-0818. www.bppe.ca.gov Toll Free Number (888) 370-7589 Phone Number (916) 431-6959 or by fax (916) 263-1897

A student of any member of the public, may file a complaint about this Institution with the Bureau for Private Postsecondary Education by calling (888) 730-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov

MISSION & OBJECTIVES ALL PROGRAMS

NEWBERRY SCHOOL OF BEAUTY is dedicated to student success by enriching lives and cultivating professionals through innovative, personalized post-secondary education in a creative and inspiring environment that prepares graduates in the business skills and fiscal responsibility necessary for success in the workplace. We pride ourselves on guiding our students to their career goals while caring for all their educational needs along the way, from cutting edge classroom instruction to hands on practical training in a salon environment. We continue this process through preparation for the state licensing exam, to job search and career assistance and beyond. We are happy to have you visit the school and receive a copy of our School Catalog, see our facilities and meet our faculty and staff. Please consider the many advantages for our students. Our staff would be pleased to answer all your questions.

VISA RELATED SERVICES

This Institution does not admit students from other countries; therefore, no Visa related services are offered.

LANGUAGE PROFICIENCY

All courses are given in the English language only. All prospective students that are accepted for enrollment must be proficient in the English Language. Proficiency can be demonstrated by meeting our Admission requirements.

LANGUAGE OF INSTRUCTION

Instruction will be given in English Only.

GRADING PROCEDURES AND STANDARDS FOR STUDENT ACHIEVEMENT

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning

is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70%. **Students must make up failed or missed tests and incomplete assignments.** Numerical grades are considered according to the following scale:

ACADEMIC AND PRACTICAL GRADING SCALE

<u>% PERCENTAGE</u>	<u>LETTER GRADE</u>	<u>DEFINITION</u>
93-100	A	EXCELLENT
85-92	B	VERY GOOD
70-84	C	SATISFACTORY
69-below	D	UNSATISFACTORY

DESCRIPTION OF THE FACILITIES & EQUIPMENT

Newberry School of Beauty is located at 16852 Devonshire St. at Balboa in Granada Hills. Plenty of front and rear parking is available. The facility has approximately 12,000 square feet and consists of two large clinic areas. Cosmetology, Barbering, Barber Crossover and Manicuring share the same clinic area. The schools Esthetician department has its own clinic area designed for a quiet "spa" atmosphere. Students will be able to perform their spa services in individual stations with privacy. The facility has a wide-open feeling, ample classrooms, with most of the amenities you would find in an upscale salon. Custom built styling stations, lab area, manicuring area and a wonderful reception area. All classroom and clinic instruction will be held at this address. Special services and facilities are equipped for students with disabilities.

Total student occupancy level is 225.

LIBRARY RESOURCES

Our institution provides textbooks, magazines, videos and CD's for in-school use only. Students wishing to borrow any reading material from our Library will need to sign in with the Supervisor.

FIRE SAFETY DISCLOSURE

NEWBERRY SCHOOL OF BEAUTY conducts fire drills every month. Fire extinguishers are serviced yearly or as needed. Our campus is equipped with fire extinguishers throughout the whole campus.

COURSES OF STUDY

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

The course of study for students enrolled in a **Manicuring** shall consist of four hundred (400) clock hours of technical instructional and practical operations covering all practices constituting the art of Manicuring.

The course of study for students enrolled in a **Barbering** shall consist of six hundred (1500) clock hours of technical instructional and practical operations covering all practices constituting the art of Barbering.

The course of study for students enrolled in a **Barber Crossover** shall consist of four hundred (200) clock hours of technical instructional and practical operations covering all practices constituting the art of Barbering Crossover.

The course of study for students enrolled in an **Esthetician** shall consist of four hundred (600) clock hours of technical instructional and practical operations covering all practices constituting the art of Esthetician.

EDUCATIONAL GOALS:

The Cosmetology, Barbering, Manicuring, Barbering Crossover and Esthetician courses are designed to prepare students for the state licensing examination, and for a professional career in their chosen field.

FRESHMAN CLASS-ENROLLMENT

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. **SEE CURRICULUMS STARTING ON PAGE 32.** The freshman class introduces basic fundamentals designed to prepare students for licensure and entry positions in a salon or other field related employment. The hours spent in the freshman class are as follows: **Cosmetology 400 Hrs. Manicuring 160 Hrs. Barbering 350 Hrs. Barbering Crossover 50 Hrs. Esthetician 200 Hrs.** **NEWBERRY SCHOOL OF BEAUTY** considers the freshman classes to be the foundation for your future.

CALENDAR/HOLIDAYS

The School is closed on Sundays and the following holidays: **New Year's Day, Fourth of July, Thanksgiving Day and Christmas Day.** A 'special' holiday may be declared for emergencies or special reasons. Holidays of all religious beliefs are respected and allowed. Holidays are part of the additional time given students on their enrollment contracts. If the school must close for an emergency or an unexpected reason, students will either be notified by phone or a notice will be posted on the front door of the school with an explanation for the closure and a date of re-opening. The school offers the opportunity to catch up on hours on selected Saturdays.

ENROLLMENT & CLASS SCHEDULE

Enrollment should be completed the week prior to the desired start date. Students who enroll and complete necessary enrollment package early will receive priority for enrollment in the event their desired class is filled.

CLASS SCHEDULES FOR ALL CLASSES TAUGHT

Day Classes are held Tuesday – Saturday

8:30am – 2:30pm Fulltime (30 Hrs. Per Week)
8:30am – 12:30pm Part Time (20 Hrs. Per Week)
1:00pm – 5:00pm Part Time - When Available (20Hrs. Per Week)
8:30am – 5:00pm Fulltime – When Available (40 Hrs. Per Week)

Night Classes are held Monday - Friday

6:00pm – 10:00pm (20 Hrs. Per Week)

All classes are held at 16852 Devonshire Street, Granada Hills, Ca 91344

START DATES:

An exact calendar of start dates is not given. If the prior class falls behind in their classes, in the best interests of our students, we may postpone a class from starting. Please call the school for exact start dates.

ORIENTATION CLASS

Orientation classes for students are held prior to any new class starting. All new students, transfers and re-enrollment students are required to attend

NON-DISCRIMINATION POLICY

Newberry School of Beauty admits qualified students of any race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity, veteran status, or marital status to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. Consistent with its obligations under the law, in the administration of the School's programs and activities, Newberry prohibits unlawful discrimination on the basis of race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, veteran status, marital status or any other characteristic protected by applicable law; Newberry also prohibits unlawful harassment including sexual harassment and sexual violence.

GRIEVANCE POLICY AND PROCEDURES - to include request for additional accommodations.

The school will make every attempt to resolve a grievance that is not frivolous or without merit. Grievances should first be addressed in writing to your Supervising Instructor. If your Supervising Instructor is unable to resolve the issue within 10 business days, a written letter should be addressed to the school Director and or Eric Friedland respectively. Upon receipt of a written grievance, the school will provide the student with a written response, including a summary of the school's investigation and the disposition within 30 days of receiving the grievance. If a grievance is found to be unwarranted and or is rejected, a reason for the rejection will be explained.

REQUESTS FOR ACCOMMODATIONS OR MODIFICATIONS FOR THOSE WITH DISABILITIES

If you are a student with a disability and need additional assistance, please submit in writing to, Eric Friedland, Newberry School of Beauty, your request for accommodations or modifications you may need to complete your individual course of study.

The school may request documentation from a student requesting modifications, accommodations, or for auxiliary aid. All requests will be reasonable and limited to the need of the modification or request. The school will take into consideration all past requests for modifications, accommodations, or auxiliary aids or services provided to individuals with disabilities. Past accommodations that were provided in response to an Individualized Education Program (IEP) will also be reviewed. Upon receipt of a written request, the school will provide the student with a written response within 10 business days.

The school will comply with all required ADA Title III guidelines.

Although these are the schools' formal guidelines for submitting a request and or complaint, our doors are always open for students and staff to communicate verbally. A student or any member of the public may file a complaint about this institution with the **Bureau for Private Post-Secondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov, or the National Accrediting Commission of Career Arts and Sciences at**

PHYSICAL DEMANDS AND SAFETY REQUIREMENTS

Fields in Cosmetology include all aspects of hair as well as all forms of Barbering, Esthetics and Manicuring. Once licensed, the graduate will have many wonderful occupation opportunities, but they will be demanding. Some of these varied occupations entail, long-standing, bending and repetitive hand motions. Before entering into this field, we suggest you visit a place of business where you see yourself working after you graduate, ask questions, and observe for a bit to see if this career is for you. An employer may request that you work on weekends and some evenings. Employers may also require that you acquire additional training and or assist another stylist, barber or facialist prior to obtaining your own clientele. This could be up to one year. Please also be aware of the many chemicals you will be in contact with on a day-to-day basis. Wearing protective gloves and appropriate clothing is necessary. Knowledge of and proper handling of hazardous materials is a must. Safety is a big part of your education. Please be aware of any allergies you may have with chemicals and or latex before entering the field of cosmetology. Any allergies you may have can be discussed with admissions. 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.

ACCOUNTING OF STUDENT HOURS AND OPERATIONS

All students are responsible for the accuracy of their time sheets. Students must clock in and out at the required times and record all hours of classroom attendance and operations completed on the time sheet in the appropriated space. The student must present the completed time sheet to an instructor for verification of accuracy and a signature by the instructor at the end of each day. If the time sheet is not signed by an instructor, you will not receive credit for the day's operations. Please read and adhere to the "Student Time Card Procedures" given to you during orientation. Students are not to remove time sheets from the premises at any time. Forged or altered time cards are grounds for immediate expulsion.

All time clock hours, classroom hours and operations are posted weekly using the school's computerized attendance system. The time sheets are then filed in the student's time sheet folder. Students wishing to review their time sheets with the School Registrar must make their request in writing. An appointment to review time sheets will be scheduled within seven days.

ATTENDANCE POLICY:

When it comes to student success, attendance is the key. Regular attendance not only ensures that you graduate on time but also ensures that you acquire the knowledge and experience that you need to achieve your goals. Our attendance policy requires a student to maintain a minimum of 67% attendance. Students having difficulty attending class are encouraged to immediately discuss their attendance issues with their Instructor, Registrar and/or Financial Officer. A student with unsatisfactory progress due to excessive absences at specified evaluation points will be held to the standards as outlined in the Satisfactory Academic Progress Policy. (Please refer to the Satisfactory Academic Progress policy in the Catalog.)

ABSENCES: are considered excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons. Excused however, does not mean you will receive hours for the time you were gone. It only means you will be allowed to re-enter the school. All excused absences are to be sustained in writing and are at the discretion of the school Director. If you have a special event to attend, a two-week notice in writing is required from the student. **If a student is absent for 14 consecutive calendar days, without notifying the Financial Aid Office or School Registrar they will be dropped from the program on the 14th day.**

TO MAKE UP WORK OR CLASSES MISSED: check the Class Schedule for the next date class will be given in the subject you missed and request permission from the Registrar/Financial Aid Office to attend. Permission is required anytime a student wishes to attend school outside his/her scheduled time. Students are required to make up any missed lessons or exams due to absenteeism. It is the student's responsibility to schedule for missed work

TARDY: Any student late for class by fifteen minutes will not be permitted to clock in for that day.

CLASS PREPAREDNESS:

It is critical that you come to school prepared for your daily lessons and assignments. Make sure you bring the books and equipment you need to perform your Technical Instruction and Practical Training assignments. Students who do not come prepared with the books and materials they need to fully participate in that day's lessons may be required to clock out until they return with the necessary books and equipment.

APPLIED EFFORT:

Notify your Instructor when you must leave the building. Always display initiative and good effort (Applied Effort) during the hours you are in School by actively participating in Technical Instruction class and working diligently on a customer, another student or on a mannequin during Practical Training. Perform your assignments as directed by your Instructors, including but not limited to your daily cleanup assignments and any scheduled exams. Attending Theory lecture *daily* is required and is a very important role in your training.

WEEKLY TIMECARD:

Students are responsible for clocking in and out daily, using the timeclock software. Make sure that an Instructor reviews all your practical operations so he or she can record them on your Applied Effort card (Student Timecard). For you to complete your state's legal requirements, your instructor must be able to keep an accurate record of your Technical Instruction Hours and Practical Training.

ELECTRONIC DEVICES:

Cell phones must be set to vibrate during class time and may be used only outside the campus premises and only during lunch and break times. Chewing gum is not allowed during class time including Technical Instruction and Practical Training. Headphones, personal radios, CD players and iPods are not permitted during class or while performing Practical Training on the clinic floor.

TROLLEY:

You will be assigned a trolley when you start school. This trolley is assigned to you for your personal possessions. Newberry School of Beauty is not responsible for any personal items or possessions left on campus. Newberry School of Beauty has the right to access and inspect your trolley. If a student is dropped/cancelled from school, students have 5 business days to collect their personal belongings from their student trolley. The school is not a storage facility. The school will hold the items for 30 days based on the students last day of attendance. Newberry School of Beauty will not be liable for items left in the trolley after 30 days.

STUDENT UNIFORM:

The uniform policy is black pants and the school T-shirt. No hat, caps or beanies are allowed unless it's the School's apparel. All apparel must be clean (without stains) and wrinkle free. Clothing that is too tight or too baggy (oversized pants), exposing gluteus, cleavage or abdomen is unprofessional and not permitted. Skirts should not be mini or micro-mini skirts. Skirts or culottes may not be shorter than 2 inches above the knee. No sweat pants. Shirts/blouses should not reveal midriff or cleavage or be sleeveless. No tank tops or muscle shirts are not allowed. Shoes must be clean. Shoes should be comfortable for standing and walking. Flat, rubber-sole shoes are recommended for safety and comfort. No open toes, open heels or heels less than 1 inch in diameter or higher than 1 1/2 inches from the floor are permitted. Socks or hose must be worn with all shoes. No Sandals or flip flops are permitted.

CHANGE OF STATUS: If a student finds they are unable to attend their scheduled hours (full or part time) they must request a change of status from the Director prior to attending more or less hours. **It is your responsibility to check with the Financial Aid Office to make sure any change in your attendance does not affect your Financial Aid Funding or eligibility.**

OVER CONTRACT CHARGES:

Any student who does not complete a course within the contracted enrollment period will be charged at the same hourly rate for any additional time required for completion. If a student has remaining hours to complete after the stated over contract date on their contract, the student must pay for each additional hour past this date. The amount charged for each hour would be the same hourly rate stated on their contract for the course of study they are enrolled in. Over contract charges are due and payable in full once the student enters their over contract period. It is in the sole discretion of the school to decide if a student will be able to remain in school to complete their education if they have not met their contracted hours and will be in overtime status.

Example:

Over contract date= 4/11/19

Hours as of over contract date=1500

Student is contracted for 1600 hours

Student has **100** additional hours to complete **after** over contract date

Hourly rate on contract is \$9.00 an hour. \$9.00 an hour for 100 hours=**\$900 student owes for over time charges.**

Student will not be able to clock into school if overtime charges are not paid.

Paperwork will not be released to any student until all charges are paid in full.

Over-contract dates could change or be extended for approved Leaves of Absence or Changes of Status. Normal enrollment periods provide adequate allowances for short-term absences. **Please see Leave of Absence policy.**

DRUG AND ALCOHOL ABUSE PREVENTION

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), The Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart, and other chronic diseases, such as low birth weight, birth defects,

infant mortality in expectant mothers and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

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

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide a written notice to this institution of their conviction for a criminal drug offense occurring in the workplace within 5 days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

DRUG ABUSE PREVENTION PROGRAM

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

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment, and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of the institution through:

**Alcohol & Drug Abuse Hotline
800-237-6237**

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

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

ADMINISTRATION AND BUSINESS HOURS

Applicants for Admissions may secure information Monday through Friday between 9:00 a.m. to 5:00p.m.

Person to contact: **Ms. Cindy Morales or Mrs. Patricia Powell at (818) 366-3211**

PLACEMENT ASSISTANCE

Person to contact: **Ms. Patricia Powell (818) 366-3211** Call to make placement inquires.

FACILITY/CLASSROOMS

Newberry School of Beauty is located at 16852 Devonshire St. at Balboa in Granada Hills. Plenty of front and rear parking is available. The facility has approximately 12,000 square feet and consists of two large clinic areas. Cosmetology, Barbering, Barber Crossover and Manicuring share the same clinic area. The schools Esthetician department has its own clinic area designed for a quiet "spa" atmosphere. Students will be able to perform their spa services in individual stations with privacy. The facility has a wide-open feeling, ample classrooms, with most of the amenities you would find in an upscale salon. Custom built styling stations, lab area, manicuring area and a wonderful reception area. All classroom and clinic instruction will be held at this address. Special services and facilities are equipped for students with disabilities. Total student occupancy level is 225.

STUDENT SERVICES

Students are advised individually, as often as necessary at least every six weeks 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 students. This activity supplements the daily advising carried out by the instructors and supervisor. Students may request additional advising sessions at any time.

Students are given personal attention and 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 progress. Remedial assignments are given when required. Particular attention is given to preparation for the Board of Barbering and Cosmetology National Examination.

PLACEMENT SERVICES

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 of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student file. This School does not guarantee placement. However, limited job placement assistance by providing referrals to graduates is available.

STUDENT HOUSING

The institution does not have dormitory facilities under its control. The institution does not find or assist a student in finding housing **LL PROGRAMS AT THIS INSTITUTION ARE "NON-RESIDENTIAL"**

The following information is for any student that is looking for housing that is reasonable near the institution facilities: The approximate cost for a one-bedroom apartment can be leased from \$950.00-\$1200 per month.

STUDENTS RECORDS AND TRANSCRIPTS

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be review. Should a student find, upon review that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student file will contain student's records, including a transcript of grades earned. Copies of the official transcripts will be provided at no charge. Transcripts will only be release to the student upon receipt of a written request bearing the student's live signature. No transcripts will be issue until all tuition and other fees due the Institution are paid current. Unless other arrangements have been made. Person to contact Cindy Morales.

PRIVACY ACT

It is the Institution's policy to carefully follow the rules applicable under the Family Educations Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

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 at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Newberry School of Beauty receives a request for access. A student should submit to the registrar, dean, head of the academic department, Cindy Morales a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to 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 is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. A student who wishes to ask Newberry School of Beauty to amend a record should write to Cindy Morales and clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Newberry School of Beauty decides not to amend the record as requested, Newberry School of Beauty 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.

A student who wishes to ask Newberry School of Beauty 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 Newberry School of Beauty decides not to amend the record as requested, Newberry School of Beauty 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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Newberry School of Beauty 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**

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 [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)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to 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)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- 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 non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

ACADEMIC FREEDOM

Newberry School of Beauty. Is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, this institution encourages its faculty members to exercise their individual judgment regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these

judgments are made within the context of the course description as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval. This Institution encourages instructors and students to engage in discussion and dialog. Student and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized area of study.

SEXUAL HARASSMENT

Newberry School of Beauty. Must provide a workplace and school that is free of harassment, whether it is intentional or unintentional. Employments and students will be free of harassment on the basis of race, color, religious affiliation, national origin, physical handicap, medical condition, marital status, sex or age. Harassment on the campus is illegal no matter its form. Innocently intended remarks or uninvited touching can be seen as harassment, if this institution knows of conduct to be harassment, we will take immediate and appropriate corrective action. Harassment include, among other things, verbal, physical, sexual or visual harassment. Sexual harassment includes conditioning a promotion or benefits from sexual favors.

Students and staff members are required to report to management any pertinent information in regard to possible harassment. Dismissal of both student and staff can result if allegations of harassment are proven to be true.

ACCESSIBILITY TO HANDICAPPED INDIVIDUALS

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

ENGLISH AS A SECOND LANGUAGE INSTRUCTION

This institution does not offer English-as-a-Second Language Instruction.

CALIFORNIA BUSINESS AND PROFESSION CODE 480

(a) A board may deny a license regulated by this code on the grounds that the applicant has one of the following (1) been convicted of a crime. A conviction within the meaning of this section means a plea of verdict of guilty or convictions following a plea of nolo contendere. Any action that the board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of convictions has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code. (2) Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another; or substantially injure another; or (3) done any act which if done by a licensee of the business or profession in question, would grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made. (b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of felony if he has obtained a certificate of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482. (c) A board may deny a license regulated by this code on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

VOTER REGISTRATION: We encourage students to register to vote. You can go to the following website and follow the instructions to register – http://www.sos.ca.gov/elections/elections_vr.htm. This webpage contains everything you need to know about the requirements to be allowed to vote and how to become a registered voter as well as deadlines for submission of the applications.

SCHOOL GUIDELINES AND DISCIPLINARY ACTIONS

Immediate Withdrawal (Termination)

1. Clocking in or out another student or having another student clock in or out for you

2. Altering or forging time cards.
3. Use of or being under the influence of drugs or alcohol in school. If a student is suspected of using drugs, the student will be required to submit to a drug test and pass prior to returning to school.
4. Causing extreme or willful disruption of school.
5. Use of ethnic, racial or sexual slurs, or abusive language toward any client, staff member or fellow student
6. Committing an obscene act or engaging in vulgarity or profanity.
7. Failure to follow one's own contract with the school.
8. Willfully not following school rules or guidelines.
9. Caused, attempted to cause, or threatened to cause physical injury to another person.
10. Possessed, sold or furnished any firearm, knife, explosive or other dangerous object.
11. Possessed, used, sold, furnished or been under the influence of any controlled substance, alcoholic beverage or intoxicant.
12. Offered, arranged or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material in lieu of the controlled substance, alcoholic beverage or intoxicant.
13. Committed or attempted to commit robbery or extortion.
14. Caused or attempted to cause damage to school or private property.
15. Stolen or has attempted to steal school or private property.
16. Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
17. Disrupted school activities or otherwise defied the valid authority of school personnel.
18. Knowingly received stolen school or private property.
19. Possess an imitation firearm.
20. Committed or attempted to commit a sexual assault or committed a sexual battery.
21. Harassed, threatened or intimidated a person who is a complaining witness or is otherwise involved in a school disciplinary proceeding.
22. Aided or abetted the infliction or attempted infliction of physical injury to another person.
23. Committed sexual harassment.
24. Participated in, caused, attempted to cause or threatened to cause an act of hate violence.
25. Engaged in harassment, threats or intimidation of school or persons.
26. Made terrorist threats against school officials or property.
27. Any other misconduct the school recognizes as deserving of immediate termination.

One Week Suspension and/or Probation

1. Leaving school, class or clinic without permission of instructor and notifying the front desk.
2. Failure to have proper equipment when needed.
3. Gossiping or causing discord in school.
4. Smoking outside designated areas.
5. Receiving personal services without instructor's permission.
6. Refusing to perform an assignment, patron or otherwise.
7. Modifying customer services without consulting instructor.
8. Failure to make Satisfactory Progress.
9. Use of foul language on the clinic floor or in classrooms.

Sent Home immediately (A second violation will result in a minimum one week's suspension)

1. Improper or dirty uniform or unsatisfactory personal cleanliness (See Dress Code for proper uniform)
2. Shouting, disrupting or talking out of turn in theory class.
3. Not attending theory or State Board class
4. Not signing out for, or returning late from, break or lunch.
Unexcused absence on Monday or Friday (night students) or Saturday (day students). Criteria for excused: a 2-week prior written notice on file with Administration or provide a doctor's note the following Tuesday.

Written consultation (A third violation will result in a minimum one week's suspension)

1. Failure to observe sanitary rules and regulations.
2. Use of foul language on the clinic floor or in classrooms.
3. Eating or drinking in building (except the lunchroom).
4. Entering offices without permission.
5. Failure to clean up work area or perform assigned clean up duties.
6. Failing to clock in or out properly.
7. Failure to take a lunch break at an appropriate time.

8. Showing discourtesy to anyone in school.

General

1. A third suspension constitutes termination from the school.
2. These guidelines are not all-inclusive, as there are other student violations that may require action of the school.

These guidelines may be revised at any time and will be posted on the student bulletin board

All students must call in absences to the front desk receptionist.

Visiting friends or family members **IS** not permitted on the clinic floor unless they are receiving a service.

JOB OPORTUNITIES IN COSMETOLOGY (Standard Occupation Classification Code 39-5012)

A career n Cosmetology can lead to a variety of professions in the beauty industry, including Hairstylist, Nail technician, Salon or spa manager, Beautician, Wedding and Event Stylist, Makeup artist, Esthetician, School Instructor, School Owner.

CURRICULUM FOR COSMETOLOGY COURSE CIP#12.0401 (1600 Hours)

The curriculum for students enrolled in a cosmetologist 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. Please note 505 hours are devoted to clinic/theory experience, which shall include all phases of cosmetology. **Such technical instruction and practical operations shall include:**

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<u>1100 Hours of Technical Instruction and Practical Training in Hair Dressing</u>		
Hairstyling: 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
Permanent Waving and Chemical Straightening: 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
Hair Coloring and Bleaching: 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
Hair Cutting: 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
<u>200 Hours of Technical Instruction in Health and Safety</u>		
Laws and Regulations: 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	
Health and Safety Considerations: 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.	45	

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<p>Disinfection and Sanitation: 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>Anatomy and Physiology: The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.</p>	15	
<u>200 Hours of Technical Instruction and Practical Training in Esthetics</u>		
<p>Manual, Electrical and Chemical Facials: 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>	25	40
<p>Eyebrow Beautification and Make-up: 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, lash and brow tinting, and the application of false eyelashes.</p>	25	30
SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<u>100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring</u>		
<p>Manicuring and Pedicuring: 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>Artificial Nails and Wraps: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.</p>	25	120 Nails
<p>25 HOUR ADDITIONAL TRAINING History of Cosmetology, Career Opportunities, Life Skills, Communication Skills, Professional Imagine, Professional ethics, Salesmanship, Decorum, Record keeping, Client Service Records, Seeking Employment, The Resume, and Job Interview</p>		

RESOURCES:

Milady Cosmetology textbook, notes from class lectures, supplemental materials handed out in classes, school library materials, and demonstrations.

LEARNING STRATEGY:

Students will read assigned chapters of the textbook and other materials in the school library. Attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on service operations and perform services on another student a person or mannequin.

INSTRUCTORS:

Every attempt is made by the school to best utilize the special skills of each instructor to provide the best educational available. Classes are assigned and posted on the appropriate bulletin boards, the names of the Instructors giving these classes, are also posted with the classes for the students benefit.

PERFORMANCE OBJECTIVE:

1. Acquire knowledge of laws and rules regulating California's cosmological establishments' practices.
2. Acquire the knowledge of sanitation and disinfection as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, & 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 a 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 pedicuring, learn the application of brush-on nails, nail wraps, and nail tips.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED

1. Be able to appreciate good workmanship common to cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved "people skills".

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have satisfactorily completed 1600 clock hours and all Theory hours and Operations, required by Board of Barbering & Cosmetology, with an average grade of "C" (70%) or better.

GRADUATION REQUIREMENTS: A student is required to complete all theory hours and practical operations described in the program of study course outline, with a minimum GPA of a "C" (70%) or better. Upon completion of all hours, theory, and practical operations in their program of study, the student will be awarded a School Diploma verifying his/her graduation.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of CA only after the student has successfully completed and graduated from the Cosmetology course as described and passed the licensing exam with an overall average of 75%.

JOB OPPORTUNITIES IN MANICURING (Standard Occupation Classification Code 39-5092)

A career in Manicuring can lead to the following professions:

Nail Salon technicians, Spas Manicurists, Resorts Manicurist, Cruise ships Manicurist, Nail Salon Owners, Heath and personal care stores, School Instructors.

CURRICULUM FOR MANICURING COURSE CIP#12.0410 (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. Please note 40 hours are devoted to clinical/theory experience, which will include all phases of manicuring. Such technical instruction and practical operations shall include:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<u>300 Hours of Technical Instruction and Practical Training in Nail Care</u>		
<p>Manicures and Pedicures:</p> <p>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.</p>	60	60 & 180 Nails
<u>100 Hours of Technical Instruction and Practical Training in Health and Safety</u>		
<p>Laws and Regulations:</p> <p>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.</p>	10	-----
<p>Health and Safety Considerations:</p> <p>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.</p>	25	-----
<p>Disinfection and Sanitation:</p> <p>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.</p> <p>The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.</p>	20	10
<p>Anatomy and Physiology:</p> <p>The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.</p>	10	-----
<p>Additional Training: 25 hours Orientation, Career Opportunities, Life Skills, Communication Skills, Professional Imagine, Professional ethics, Salesmanship, Decorum, Record keeping, Client Service Records, Seeking Employment, The Resume, and Job Interview</p>		

RESOURCES:

Milady Manicuring textbook, notes from class lectures, supplemental materials handed out in classes, school library materials, and demonstrations.

LEARNING STRATEGY:

Students will read assigned chapters of the textbook and other materials in the school library. Attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on service operations and perform services on another student a person or mannequin.

INSTRUCTORS:

Every attempt is made by the school to best utilize the special skills of each instructor to provide the best educational available. Classes are assigned and posted on the appropriate bulletin boards, the names of the Instructors giving these classes, are also posted with the classes for the students benefit.

MANICURIST PERFORMANCE OBJECTIVE:

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

SKILLS TO BE DEVELOPED: Use of proper implements relative to all manicuring, pedicuring, and artificial nail applications, develop the knowledge to recognize the various skin conditions and disorders, acquire knowledge of analyzing the hands and feet, prior to all services, Learn the proper procedures for manicuring, pedicure and artificial nails.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:

1. Be able to appreciate good workmanship common to manicuring.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved "people skills".

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have satisfactorily completed 400 clock hours and all Theory hours and Operations, required by Board of Barbering & Cosmetology, with an average grade of "C" (70%) or better.

GRADUATION REQUIREMENTS: A student is required to complete all theory hours and practical operations described in the program of study course outline, with a minimum GPA of a "C" (70%) or better. Upon completion of all hours, theory, and practical operations in their program of study, the student will be awarded a School Diploma verifying his/her graduation.

LICENSING REQUIREMENTS: Applicant must be 17 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 manicure course as described above and passed the manicure State Exam with an overall average of 75%.



JOB OPPORTUNITIES FOR ESTHETICIANS (Standard Occupation Classification Code 39-5094)

A career in Esthetics can lead to a variety of professions in the beauty industry, including Esthetician/Skin Care Specialist, Medical/Paramedical Esthetician, Clinical Esthetician, Master Esthetician, Medical Spa Manager, Wax/Hair Removal Specialist, Spa Owner, School Instructor.

CURRICULUM FOR ESTHETICIAN COURSE CIP#12.0409 (600 Hours)

The curriculum for students enrolled in an Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an Esthetician, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Please note 170 hours will be devoted to clinic/theory experience, which shall include all phases of being an esthetician. Such technical instruction and practical operations shall include:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<u>350 Hours of Technical Instruction and Practical Training in Facials</u>		
<p>Manual, Electrical and Chemical Facials: 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>Preparation: The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, and professionalism, client record keeping, pre-and post-operative care, CPR/AED, salon and spa skills.</p>	15	-----
<u>200 Hours of Technical Instruction in Health and Safety</u>		
<p>Laws and Regulations: 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>Health and Safety Considerations: 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, 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.</p>	40	-----

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<p>Disinfection and Sanitation: 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>Anatomy and Physiology: 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	-----
<u>50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up</u>		
<p>Eyebrow Beautification: 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>Make-up: 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
<p>30 hours Additional Training Orientation, Career Opportunities, Life Skills, Communication Skills, Professional Imagine, Professional ethics, Salesmanship, Decorum, Record keeping, Client Service Records, Seeking Employment, The Resume, and Job Interview</p>		

RESOURCES:

Esthetician textbook, notes from class lectures, supplemental materials handed out in classes, school library materials, and demonstrations.

LEARNING STRATEGY:

Students will read assigned chapters of the textbook and other materials in the school library. Attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on service operations and perform services on another student a person or mannequin.

INSTRUCTORS:

Every attempt is made by the school to best utilize the special skills of each instructor to provide the best educational available. Classes are assigned and posted on the appropriate bulletin boards, the names of the Instructors giving these classes, are also posted with the classes for the students benefit.

ESTHETICIAN PERFORMANCE OBJECTIVE

1. Acquire knowledge of laws and rules regulating California Salon and Spa establishing practices.
2. Acquire the knowledge of sanitation and disinfection as related to all phases of skin.
3. Acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, Chemistry, and theory.
4. Acquire business management techniques common to Esthetics.

SKILLS TO BE DEVELOPED

1. Learn the proper use of implements relative to all esthetician services.
2. Acquire the knowledge of analyzing the skin prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all esthetician services.
4. Will learn the application of daytime and evening make-up to include the application of individual and false

strip eyelashes.

5. Will learn the proper procedure of plain and electrical facials.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

- 1. Be able to appreciate good workmanship common to esthetician.
- 2. Possess a positive attitude towards the public and fellow workers.
- 3. Appreciate honesty and integrity.
- 4. Have improved "people skills".

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have satisfactorily completed 600 clock hours and all Theory hours and Operations, required by Board of Barbering & Cosmetology, with an average grade of "C" (70%) or better.

GRADUATION REQUIREMENTS: A student is required to complete all theory hours and practical operations described in the program of study course outline, with a minimum GPA of a "C" (70%) or better. Upon completion of all hours, theory, and practical operations in their program of study, the student will be awarded a School Diploma verifying his/her graduation.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, An Esthetician license will be granted by the State of California only after the student has successfully completed and graduated from the Esthetician course as described above and passed the licensing exam with an overall average of 75%.

JOB OPPORTUNITIES IN BARBERING (Standard Occupational Classification Code 39-5011)

A career in Barbering can lead to a variety of profession in the beauty industry, including:

Barber, Barbershop Manager, Barbershop Owner/Operator, Hairdresser, Master Barber, Men's Hairstylist, and Celebrity Barber and School Owner.

CURRICULUM FOR BARBERING COURSE CIP #12.0402 (1500 Hours)

The curriculum for students enrolled in the Barbering course shall consists of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination: Practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation.

SUBJECTS	Minimum Technical Instructional Hours	Minimum Practical Operations
1100 Hours of Technical Instruction and Practical Training in Hair Dressing		
Hairstyling: The subject of hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, com outs, straightening, waving, curling with hot combs and hot curling irons and blower styling	65	240
Permanent Waving and Chemical Straightening: 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
Hair Coloring and Bleaching: 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	60	50

tests, safety precautions, formula mixing, tinting bleaching, high and low lights, and the use of dye removers.		
Hair Cutting: The subject of Haircutting 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
200 Hours of Technical Instruction and Practical Training in Shaving		
Preparation and Performance: The subject of Preparation and Performance shall include, but is not limited to, the following techniques and procedures: preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100	40
200 Hours of Technical Instruction in Health and Safety		
Law & Regulations: 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 Rule and Regulations	20	—
Health & Safety Considerations: 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, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.	45	—
Disinfection & Sanitation: 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. Disinfection shall be emphasized throughout the entire training period and must be performed before used of all instruments and equipment.	20	100
Anatomy & Physiology -human anatomy, human physiology The subject of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Physiology	15	—
25 Additional Training: Communication Skills shall include Professional ethics, Salesmanship, Client Record-keeping, decorum, basic tax information Relating to booth renters, Independent contractors, employees and employers,		

RESOURCES:

Milady Barbering textbook, notes from class lectures, supplemental materials handed out in classes, school library materials, and demonstrations.

LEARNING STRATEGY:

Students will read assigned chapters of the textbook and other materials in the school library. Attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on service operations and perform services on another student a person or mannequin.

INSTRUCTORS:

Every attempt is made by the school to best utilize the special skills of each instructor to provide the best educational available. Classes are assigned and posted on the appropriate bulletin boards, the names of the Instructors giving these classes, are also posted with the classes for the students benefit.

PERFORMANCE OBJECTIVE:

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

SKILLS TO BE DEVELOPED:

1. Learn the proper use of implements relative to all barbering services
2. Acquire the knowledge of analyzing the scalp, and face, before all services are done, to determine any disorders.
3. Will learn the procedures and terminology used in performing all barbering y services
4. Will learn the proper procedure shaving and hair cutting
5. Will learn hair styling, hair coloring, Permanent waving etc.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:

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

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have satisfactorily completed 1500 clock hours and all Theory hours and Operations, required by Board of Barbering & Cosmetology, with an average grade of "C" (70%) or better.

GRADUATION REQUIREMENTS: A student is required to complete all theory hours and practical operations described in the program of study course outline, with a minimum GPA of a "C" (70%) or better. Upon completion of all hours, theory, and practical operations in their program of study, the student will be awarded a School Diploma verifying his/her graduation.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the licensing exam with an overall average of 75%.

JOB OPPORTUNITIES IN BARBERING (Standard Occupational Classification Code 39-5011)

A career in Barbering can lead to a variety of profession in the beauty industry, including: Barber, Barbershop Manager, Barbershop Owner/Operator, Hairdresser, Master Barber, Men's Hairstylist, and Celebrity Barber and School Owner.

BARBER CROSSOVER CURICULUM (200 HOURS)

The Barbering Crossover course consists of a minimum of (200) clock hours of technical Instruction and Practical operations covering those practices that are not a part of the required training or practice of a Cosmetologist.

DESCRIPTION OF COURSE: (D.O.T. #330.371.010) - (CIP #12.0402)

This course covers 200 hours in shaving (950.8, CCR) not covered by the regular Cosmetology curriculum.

TECHNICAL INSTRUCTION: is instruction by demonstration, lecture, classroom participation, or examination.

PRACTICAL OPERATIONS: is the actual performance by the student of complete services on another person, or mannequin.

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION HOURS	MINIMUM REQUIRED PRACTICAL OPERATION HOURS
200 Hours of Technical Instruction and Practical Training in Shaving		

Hair/Facial shave/- Preparation and performance-preparing hair for shaving, assessing the condition of the client's skin, performing shaving	75	20
Facial Massage Rolling Cream: applying aftershave antiseptic following facial services, massaging the clients face, rolling cream massages	25	20

RESOURCES:

Barbering textbook, notes from class lectures, supplemental materials handed out in classes, school library materials, and demonstrations.

LEARNING STRATEGY:

Students will read assigned chapters of the textbook and other materials in the school library. Attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on service operations and perform services on another student a person or mannequin.

INSTRUCTORS:

Every attempt is made by the school to best utilize the special skills of each instructor to provide the best educational available. Classes are assigned and posted on the appropriate bulletin boards, the names of the Instructors giving these classes, are also posted with the classes for the students benefit.

PERFORMANCE OBJECTIVE:

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

SKILLS TO BE DEVELOPED:

1. Learn the proper use of implements relative to all barbering services
2. Acquire the knowledge of analyzing the scalp, and face, before all services are done, to determine any disorders.
3. Will learn the procedures and terminology used in performing all barbering services
4. Will learn the proper procedure shaving
5. Will learn men's facial techniques

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:

1. Be able to appreciate good workmanship common to barbering.
2. Possess a positive attitude towards the public and fellow workers.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have satisfactorily completed 200 clock hours and all Theory hours and Operations, required by Board of Barbering & Cosmetology, with an average grade of "C" (70%) or better.

GRADUATION REQUIREMENTS: A student is required to complete all theory hours and practical operations described in the program of study course outline, with a minimum GPA of a "C" (70%) or better. Upon completion of all hours, theory, and practical operations in their program of study, the student will be awarded a **School Diploma** verifying his/her graduation.

LICENSING REQUIREMENTS:

Applicant must be 17 years of age or older and have completed the 10th grade, A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering Crossover course as described above and passed the licensing exam with an overall average of 75%.

APPLYING FOR THE STATE EXAM

Registrar will apply students for their State exam. Students must meet certain requirements prior to the registrar submitting the completed documents to the State Board. Students must demonstrate the following:

- 1). Completed ALL hours and operations
- 2). Completed ALL school requirements
- 3). Have a zero-balance owed to the school
- 4). Completed All Financial Aid paperwork
- 5). Submit all required documents to the Financial Aid Office.

Students may pre-apply for their State License once they have reached the required 75% of the course hours. Cosmetology 1,200 hours, Barbering 1,125, Esthetician 450 hours. Please see the registrar office for additional rules and requirement.

EQUIPMENT NEEDED FOR INSTRUCTION

EQUIPMENT NEEDED FOR INSTRUCTION IN THE (THEORY CLASS)

COSMETOLOGYPROGRAM

The following Equipment List will be used in the Cosmetology Instruction Program:

1. Milady Instructor Cosmetology Management Course Guide
2. Blackboard
2. Projector
3. Television and DVD player
4. Instructor Desk
5. Student's Desks
6. Milady Cosmetology Books

EQUIPMENT NEEDED FOR INSTRUCTION IN THE (PRACTICAL CLASS)

Student Station, Styling Chair, Shampoo Bowls, Dryers, Manicuring tables (**Part of school's equipment**)

Mannequin Heads, Manicuring kit, Blow-dryer, permanent rods, styling combs, styling brushes, cutting shears, clippers, curling Iron, Makeup kit, facial kit, and Hair Color Kit, (**included in student's supplies**)

EQUIPMENT NEEDED FOR INSTRUCTION (THEORY CLASS)

BARBERING/BARBERING CROSSOVER PROGRAM

The following Equipment List will be used in the Barbering Instruction Program:

1. Milady Instructor Barbering Management Course Guide
2. Blackboard
2. Projector
3. Television and DVD player
4. Instructor Desk
5. Student's Desks
6. Milady Barbering Books

EQUIPMENT NEEDED FOR INSTRUCTION IN THE (PRACTICAL CLASS)

Student Station, Styling Chair, Shampoo Bowls, Dryers, (**Part of school's equipment**)

Mannequin Heads, shaving kit, Blow Dryer, permanent rods, styling combs, styling brushes, cutting shears, clippers, curling Iron, facial kit, and Hair Color Kit, Barber case, (**included in student's supplies**)

EQUIPMENT NEEDED FOR INSTRUCTION (THEORY CLASS)

ESTHETICIAN PROGRAM

The following Equipment List will be used in the Esthetician Instruction Program:

1. Milady Instructor Esthetician Management Course Guide
2. Blackboard
2. Projector
3. Television and DVD player
4. Instructor Desk
5. Student's Desks
6. Milady Esthetician Books

EQUIPMENT NEEDED FOR INSTRUCTION IN THE (PRACTICAL CLASS) ETHETICIAN CONTINUE

Microdermabrasion Machine, Massage Facial Bed, Operator chair, Facial Steam Machine, Facial Derma Lights and disinfectant cabinet (**Part of school's equipment**)

Mannequin Heads, facial kit, Makeup kit, cloth towels, and disposable towels (**included in student's supplies**)

EQUIPMENT NEEDED FOR INSTRUCTION (THEORY CLASS)

MANICURING PROGRAM

The following Equipment List will be used in the Nail Technician Instruction Program:

1. Milady Instructor Nail Technician Management Course Guide
2. Blackboard
2. Projector
3. Television and DVD player
4. Instructor Desk
5. Student's Desks
6. Milady Nail Technician Books

EQUIPMENT NEEDED FOR INSTRUCTION IN THE (PRACTICAL CLASS)

Student Manicuring Station, Operator chair, Nail dryers, Table lamp and desk fan (**Part of school's equipment**)

Manicuring kit, Nail Art Kit, Acrylic Kit, cloth towels, and disposable towels and practice hand (**included in student's supplies**).

FACULTY

Cosmetology Educators

Claudia Avila	Educator of Cosmetology since 2004 Holds a license in Cosmetology and Barbering
Andrea Cohen	Educator of Cosmetology since 2004 Holds a license in Cosmetology
Salvador Mendoza	Educator of Cosmetology since 2004 Holds a license in Cosmetology and Barbering

Esthetician Educators

Katie Canale	Educator of Esthetics since 2007 Holds a license in Esthetics
Amy Spendlove	Educator of Esthetics since 2003 Holds a license in Esthetics
Natasha R Sam	Educator of Esthetics since 2014 Holds a license in Esthetics

Barber Educators

Lovita Anderson	Educator of Barbering since 2000 Holds a license in Barbering
Claudia Avila	Educator of Barbering since 2015 Holds a license in Cosmetology and Barbering
Shaun Ferrell	Educator of Barbering since 2019 Holds a license in Barbering
Christopher A Millan	Educator of Barbering since 2019 Holds a license in Barbering

ADMINISTRATIVE ORGANIZATION CHART

