



4164 Technology Drive, Fremont, CA 94538

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

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## CATALOG OF COURSES

June 1, 2019 – May 31, 2020

Elevating Beauty



*Excellence in Education*



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5TH AVENUE NYC

This is to certify that the content of this catalog is current, correct and is certified as true.

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## Section 1: THE SCHOOL

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Thank you for your interest in Fremont Beauty College! What we truly serve is just not the name, but a home to help our students grow. As a student of Fremont Beauty College, you will receive a high-quality education and skills through our experienced instructors. We love what we do and enjoy supporting our student in the career path they have chosen. It is an honor that you have considered us to reach your goals and we look forward to seeing you on your journey to success!

### 1.1 DISCLOSURE INFORMATION

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement." This catalog provides consumer information, policies and procedures. Some of the required consumer information is also available on Fremont Beauty College's website [www.fremontbeautycollege.com](http://www.fremontbeautycollege.com), such as the Catalog, School Performance Fact Sheet, Annual Report and general information about the school. Paper copies of all disclosures are also available upon request during regular business hours through the Admissions Department.

Prospective enrollees are required to visit the physical facility of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing an enrollment contract. California State requires that a student who successfully completes a course of study may be awarded an appropriate diploma verifying completion.

Any prospective or enrolled student may obtain information through the provided electronic address: [info@fremontbeautycollege.com](mailto:info@fremontbeautycollege.com)

### 1.2 CATALOG

Annual updates may be made with supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies are required to be included in the catalog by statute or regulation and are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Fremont Beauty College reserves the right to make changes to any provisions of this catalog, including the amount of tuition and fees, the content of programs and courses, policies and procedures, facilities, faculty and staff, calendar and other provisions deemed necessary.

**All classes are physically held at this facility.**

Fremont Beauty College  
4164 Technology Drive  
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Phone: (510) 797-7318

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[info@fremontbeautycollege.com](mailto:info@fremontbeautycollege.com)

### 1.3 LICENSING AGENCIES

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95834 Phone: (916) 431-6959  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

State Board of Barbering and Cosmetology  
2420 Del Paso Rd., Suite 100  
Sacramento CA 95834  
Phone: (916) 574-7570

### 1.4 APPROVAL DISCLOSURE STATEMENT

Fremont Beauty College, 4164 Technology Drive, Fremont, CA 94538, is a private institution and was granted approval from the Bureau for Private Postsecondary Education pursuant to California Education Code, Title 3, Division 10, Part 59, Chapter 8 (Also known as the California Private Postsecondary Education Act 2009) and Title 5, Division 7.5 of the California Code of regulations. The bureau’s approval means that the institution(s) and its operation(s) comply with the standards established under the law for occupational instruction by Private Postsecondary Education.

The institution, Fremont Beauty College, does not have a pending petition in bankruptcy, nor is operating as a debtor in possession, nor has filed a petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq)

The bureau has approved the following courses:

Cosmetology.....1600 hours  
Esthetician.....600 hours  
Manicuring.....400 hours

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

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**  
1747 N. Market Blvd. Ste 225 Sacramento, CA 95834  
or  
P.O. Box 980818, West Sacramento, CA 95798-0818  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
(888) 370-7589 or by Fax (916) 263-1897

### 1.5 ACCREDITATION

Fremont Beauty College has been granted “Candidate for Accreditation” by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and is in the process of seeking accreditation. You may review the letter of “candidate for accreditation”, licenses and letter of approval from the state agencies that approve the schools.

Fremont Beauty College is a private and an unaccredited institution and is not recognized by an accrediting agency recognized by the United States Department of Education. Therefore, the student enrolled in an unaccredited institution is not eligible for federal financial aid.

### **1.6 MISSION STATEMENT / OBJECTIVES**

Fremont Beauty College is dedicated in providing quality education to a diverse student population, and to promote excellence through effective personalized education, strategic business training and hands on learning approach. The professional and personal development, business skills and fiscal responsibility of our graduates will ensure that they will be successful in their field of study in this industry.

As educators, our focus is not only to provide quality education but also to help fulfill personal ambitions and abilities of those seeking professionalism. Graduates of our school gain the prestige of being associated with an educational institution that is well known and respected in the community.

Following objectives at Fremont Beauty College help our students excel in their careers:

- Create a positive learning environment by encouraging positive attitude and habits.
- Build a strong foundation in our graduates with good education and hands on training.
- Prepare students to pass the California State Board examination to attain their license.
- Prepare graduates for employment and advancement.
- Instill professional business practices in students for successful Salon operations.
- Assist graduates in seeking employment.
- Advanced training in career development, interview, resume skills and building clientele.
- Provide technical and trend knowledge through leading educators in the industry.

### **1.7 SCHOOL HISTORY**

Fremont Beauty College has been in operation since 1968 and has been providing quality education and training in Cosmetology, Esthetics and Manicure programs to students from all walks of life.

Fremont Beauty College is a Redken Premier School and a Image Skincare affiliated School in California, a professional-grade facility that boasts of elegance, glamour and achievement.

The facility underwent an extensive remodeling and expansion over the past few years. It is a modern facility, well designed and is conveniently located close to the transportation with plenty of free parking. The college operates 5 days a week, offering daytime and evening programs. Fremont Beauty College encourages staff members to accomplish extra-curricular activities through participation in local events, community outreach programs, and seminars including advanced classes that are designed to update teaching techniques relating to Cosmetology, Esthetics and Manicure programs.

### **1.8 FACILITY**

Fremont Beauty College is a private institution, a modern design, which is spacious, well lit, multi-windowed facility of over 9,000 square foot. The areas are specifically designed for offices, cosmetology area, esthetician area, manicuring area, make up area and salon area. The facility houses large clinic area, dispensary, shampoo area, break room and classrooms. The theory classrooms are equipped with modern audio-visual aids. This facility is designed for learning in a clinical, scientific atmosphere. The stainless-steel worktables are specifically designed for students to perform lab work efficiently. The interior of the school is

modern with new styling stations and equipment. Student lockers, break area, centrally located restrooms, water fountain and library section are provided within the facility. Faculty and students use reference materials and publications on computers equipped with internet.

- Public transportation is nearby, and there is plenty of free parking in the parking lot.
- Fremont Beauty College complies with the facility occupancy requirements.
- Fremont Beauty College classes are open for enrollment on a monthly basis.
- All classes are held at 4164 Technology Drive, Fremont, CA 94538.
- Number of students 150 at any one time.

### **1.9 HANDICAP ACCESS**

Fremont Beauty College is accessible for disabled individuals with handicapped restroom facilities. While the facility is handicap accessible and the academy adheres to the American with Disabilities Act, some of the Student Salon and Spa services may require the ability to climb on top of a spa bed or chairs to receive or give that service. Also, our programs require manual dexterity, standing, bending, hands, fingers, arms etc., which may not be suitable for all individuals.

### **1.10 SCHOOL LIBRARY AND OTHER LEARNING RESOURCES**

Fremont Beauty College has a small learning library with learning resources on the premises. Students have access to books, videos and internet contained within the space, which is located at the front of Admissions Office. Enrolled students will have access to these materials but are not permitted to leave the premises at any time.

Supplementary instructional resources are available to the students through online learning modules that are accessible through the computers. Students are required to inform the Admissions Office and get pass code prior to using online resources. Additionally, references books, DVDs, and other instructional materials are also available. Resources are available to students at any time during school hours. The books, reference material, DVDs are only intended for on-site usage due to limited supplies.

### **1.11 FACULTY**

Our faculty is a skilled team of experienced managers and instructors with the knowledge of contemporary and classic techniques. All instructors are licensed Cosmetologists, Estheticians or Manicurist. They also attend 12 or more hours per year of education to maintain a current skill set. Our support staff is ready to help students throughout their entire educational experience.

For a list of our faculty members, please see attached Exhibit B (Page 53,54).

### **1.12 ADMINISTRATIVE OFFICE HOURS**

Administrative/ Admissions/ Student Services office hours:

Admissions information is available at the school location Tuesday through Saturday from 9 A.M. to 4:30 P.M. and Tuesday through Thursday 5:30 PM to 9PM. An appointment with the appropriate office is necessary.



### **1.13 SCHOOL SCHEDULE\*\*\***

#### **Full Time Cosmetology**

Tuesday- Saturday 8:30 am to 4:30 pm

#### **Full Time Esthetics**

Tuesday- Saturday 8:30 am to 4:30 pm

#### **Part-time classes for Cosmetology, Esthetics and Manicure**

Tuesday, Wednesday and Thursday 5:30 pm to 10:00 pm  
Saturday 8:30 am to 4:30 pm

The salon clinic is open Tuesday, Wednesday and Thursday from 9:00 A.M. to 10:00 P.M.; Friday and Saturday from 9:00 A.M. to 4:30 P.M. and closed on school closure days (below). For details or a list of current salon rates, please visit [www.fremontbeautycollege.com](http://www.fremontbeautycollege.com) or call (510) 797-7318.

Fremont Beauty College reserves the right to make changes in curriculum, dates, schedule and/or equipment, and has the right to cancel or postpone any program when enrollment is insufficient or due to weather, disaster, pandemic or any other uncontrollable circumstances.

Please check class schedule with Admissions for any modifications.

### **1.14 HOLIDAYS OBSERVED**

Fremont Beauty College observes the following holidays: New Year's Eve, New Year's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. A special holiday may be declared for emergency or special reasons at the discretion of school administration. Missing any other time other than the scheduled Holiday closure will result in loss of hours.

Fremont Beauty College is committed to our Educational Calendar. However, we reserve the right to reschedule, postpone or cancel classes at any time. In case of an emergency that poses an endangerment, the management may choose to close the school, wherein students' contract will be extended by the same amount of time.

### **1.15 CONSTITUTION DAY**

Fremont Beauty College celebrates Constitution Day on or near September 17 of each year. For more information visit [www.constitutionday.com](http://www.constitutionday.com)

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## Section 2: ADMISSIONS

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### 2.1 ELIGIBILITY

In order to be enrolled for an educational program at this institution, students are admitted under the following criteria:

- Potential student must be at least 17 years of age. If student is under age 18, have a parent(s) or legal guardian who understands the student rights and responsibilities sign the student enrollment agreement/contract.
- Applicants must have a high school diploma or GED and have transcripts or proof of such.
- Valid form of Identification (Driver's License, State Issued ID or Passport)
- Social Security Card or Tax Identification Number
- For the purpose of enrollment, all students who do not have a high school diploma or GED must pass the Combined English Language Skills Assessment (CELSA) Ability-to-Benefit test (ATB), an independently administered examination approved by BPPE and as required by California Education Code Section 94904, and show Eligible in the Ability-to-Benefit Score Report before enrollment. The candidate must be a minimum of 18 years old. Student must pay the test administrator their nominal fee directly for the ATB examination.

Following Combined English Language Skills Assessment (CELSA) passing scaled scores are required:

FORM 1 – 97 or FORM 2 – 97

Fremont Beauty College does not accept credit for experiential credit, challenge examinations and achievement tests. Fremont Beauty College does not award experiential credit.

### 2.2 FOREIGN DIPLOMAS OR TRANSCRIPTS

Fremont Beauty College accepts foreign diploma or transcript. The diploma or transcript must show that the education obtained is equivalent to a U.S. high school diploma and must be translated into English if the original is not in English. It is the student's responsibility to have the foreign diploma or transcript translated and evaluated as part of the admission process. Since the cost of evaluating a foreign diploma or transcript must be incurred as a charge of admissions prior to enrollment in an eligible program, the fee cannot be included in the cost of attendance. Guidance on who to contact to secure an official translation and evaluation can be obtained from the Admissions Department.

### 2.3 VISA SERVICES

Fremont Beauty College does not offer visa services to prospective students from other countries.

### 2.4 STUDENT HOUSING

Fremont Beauty College is a non-residential institution, does not provide dormitory facilities, does not assume responsibility for student housing and does not assist in students finding available housing facilities near or around the institution. Housing availability can be found on [www.apartmentfinder.com](http://www.apartmentfinder.com) or other rental websites. According to [rentals.com](http://rentals.com), rental properties located near the school ranges from \$2,500 - \$3,500 per month.

## 2.5 APPLICATION PROCEDURES

**Prior to the time of your enrollment, you should do the following:**

- Step 1: Contact the Department of Admissions to schedule a program and career information session. The session includes an in-depth tour of the school and its facilities.
- Step 2: You must fill an Application for Admission and pay the required \$100.00 Registration Fee. Incomplete applications will not be processed. The application fee is non-refundable.
- Step 3: All applicants who are eligible for Ability-To-Benefit must complete CELSA Assessment (Form 1 or Form 2) and receive passing test scores prior to enrollment.
- Step 4: Copies of the following documents must be provided before the enrollment:
  1. Valid driver's license, state issued ID card or other proof of age such as a birth certificate
  2. Social Security Card and/or Tax ID
  3. High school diploma or GED and have transcripts or proof of such.
  4. In the absence of high school or GED, proof showing that the student has passed the ability-to-benefit (ATB) examination as mentioned in Eligibility Section above.
  5. Please note that the transcripts **must** be sealed in its original envelope with all Registrar seals intact to be considered official.

Fremont Beauty College has not entered into any articulation or transfer agreement with any college or university.

## 2.6 COMBINED ENGLISH LANGUAGE SKILLS ASSESSMENT (CELSA) – ABILITY TO BENEFIT

Should the validity of high school diploma or GED are in question or in the absence of such, Fremont Beauty College will require Ability-To-Benefit (ATB) students to complete and pass the CELSA Assessment test with a minimum passing score of Form 1 – 97 or Form 2 – 97 to be granted admission to either program.

## 2.7 ENGLISH AS A SECOND LANGUAGE (ESL) INSTRUCTION

Fremont Beauty College does not offer English as a second language. All instructions are in English only.

“The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam.”

## 2.8 ENROLLMENT APPOINTMENT

At the enrollment appointment you will sign an enrollment contract. During the enrollment process the contract will be thoroughly explained to you. Your academic and financial obligations will also be explained. Any questions you may have regarding the Enrollment Agreement will also be answered at this time. Should you have any further questions after the contract is signed, you may contact the Admission's Office at Fremont Beauty College.

## 2.9 TRANSFER OF CREDIT

Transfer students are accepted after careful evaluation of the student's academic records or a current license. Transfer students are charged the normal \$100 non-refundable registration fee. Fremont Beauty College requires documentation in the form of an official transcript from a licensed institution detailing previous clock hours and clinic services in the appropriate field of study. All transferring students shall be interviewed by the Chief Academic Officer for student evaluation, particularly the grades, attendance and skill check. If the student is accepted by Fremont Beauty College, the enrollment agreement will reflect allowable transferred hours and correct tuition cost.

Furthermore, the Transfer of Credit will be subject to the following conditions:

1. If transcript from transferring school shows a minimum of 80% attendance and grade point average, and skill check, written test and interview with Academic Officer is satisfactory in accordance with the Transfer of Credit requirements, then the maximum hours completed may be transferred.
2. If transcript does not meet the minimum 80% requirements for attendance and grade point average, and skill checks, written test and interview with Academic Officer is not satisfactory, then the maximum hours that may be transferred from any other institution are as follows:

Cosmetology = 450

Esthetics = 150

Manicure = 0

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

"The transferability of Credits you earn at Fremont Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in cosmetology, manicure or esthetics is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. 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 Fremont Beauty College to determine if your certificate will transfer."

## 2.11 TRANSFER BETWEEN PROGRAMS

If a student wishes to transfer between programs, the request for transfer must be in writing. The student must withdraw from the currently enrolled program, where the refund policy will be applied as described in the Student Catalog and Enrollment Agreement. The student must then enroll in the new program and will incur all costs, fees and student kit costs as described in the Student Catalog except for the application fee. Financial Aid may be affected, if applicable and could cause a possible delay. Due to the nature of each program's curriculum, clock hours and academic courses may not transfer from one program to another. The transfer of theory hours and/or operations between programs will be evaluated by the Chief Academic Officer (CAO).

## **2.12 REENTRY STUDENTS**

- All reentry students shall be interviewed by the Fremont Beauty College Academic Officer.
- All outstanding tuition, fees and overtime expenses must be paid and shall be current on payments.
- All books and kits shall be purchased if incomplete.
- Pay \$100.00 reentry fee. Reentry students will be contracted at the current tuition hourly rate.
- Student will not receive additional excused absences in new contract if used previously.
- Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left.

## **2.13 GRADUATION REQUIREMENTS**

A grade point average of 80% is required for graduation from any program at Fremont Beauty College. Both theory and practical work are considered important. Students are evaluated on a level system that prepares them for salon performance levels. All work must be completed to graduate. The following are required for graduation from all programs:

1. Completion of state required number of hours
2. Completion of all assignments and tests
3. 80% GPA and Attendance rate
4. Satisfy all financial obligations owed to school or make satisfactory arrangements for payment
5. The School will not release an official transcript until all graduation requirements are met
6. Once the student has met all these requirements, he/she will receive a Diploma of Graduation

## **2.14 LICENSING REQUIREMENTS**

The courses are designed to lead to a position in the cosmetology, esthetician and manicuring field, which requires licensure by the state. The curriculum for students enrolled in a Cosmetology course shall consist of 1600 clock hours, Esthetician 600 clock hours, Manicuring 400 clock hours, of technical instruction and practical operations covering all practices constituting the art of cosmetology, esthetician and manicuring. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin, and the time it takes to perform a practical operation.

To become a licensed, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must pay the required fee, be at least 17 years of age, completed the 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the course clock hour requirements as listed above in an approved California Cosmetology school. A Social Security Number is required to take the Test with the California Board of Barbering and Cosmetology. State board examinations are given in Fairfield and Glendale and the Board notifies the student of their expected examination date. The candidate for examination must pass the written and practical tests to receive a license. A candidate passing the written and practical examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license.

## **2.15 RECIPROCITY**

Licensed cosmetologist, estheticians, and nail techs from California may apply for licenses in their field of expertise in other states and must comply with each state's laws and rules to become licensed there.

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## Section 3: ACADEMIC PROGRAMS

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### 3.1 COSMETOLOGY

#### a) PROGRAM DESCRIPTION

**Program CIP Code: 12.0499**

**Program SOC Code: 39.5012**

**Program Name: Cosmetology**

**Program Level: Undergraduate 01**

**Program Length: Full-time: 11.5 months Part-time: 19 months (approximately based on attendance)**

**Course hours: 1600**

**Occupational outcome:** Cosmetologist

The curriculum is designed to inspire students to think "beyond the chair" and to pursue opportunities in salon management, runway, print advertising, television, stage, film, marketing, sales, and product development. Learn from our education leaders, acquire the skills and graduate with the knowledge to not only pass State Board, but become a skilled part of today's thriving hair and beauty industry. Students move from classroom instruction to clinic (hands-on) instruction, where practical knowledge is applied to a large client base.

#### b) COSMETOLOGY PROGRAM OUTLINE - 1600 hours program is divided into six phases

**Phase I Core - 300 hours.** *For part time education the hours remain the same but the weeks in each phase will increase.* The Core Class will focus on preparing you for actual work on the salon floor. You will be introduced to color and cutting theory, styling applications, chemical waving and product knowledge. You will be introduced to state board regulations and sanitation laws. You will begin with classroom theory and progress to work on mannequins and by the end of the Core Class you will be working with live models. At the end of Core, you will be expected to apply what you've learned in our "Clinic Area".

**Phase II - 300 hours.** Phase II will focus on getting you acclimated to salon activities. You will begin by assisting more senior students so that you may feel completely at home when you start with your own clients. After two weeks, you will be working with your own salon clients. You will continue to develop your skills in styling, cutting, color and permanent waving. At this phase, you will also be introduced to lightener and will begin taking highlight/pre-lightened clients.

**Phase III - 300 hours.** In this Phase you will be heavily involved in salon practices. By this point, you will be very comfortable working with clients. You will perfect your consultation and communication skills as well as business building aspects of both developing and retaining your own clientele. You will be applying the skills you have learned and start developing them into your personal sense of style. You will be comfortable working with and recommending home care products. You will also take makeup classes with special makeup teacher and photo shoot of your models.

**Phase IV - 300 hours.** In this phase, you continue with your advanced haircut and color techniques and begin to practice state board testing procedures, both practical and written. You will continue to spend time on the salon floor with clients.

**Phase V - 300 hours.** You will start to create a portfolio of professionally shot photos of a model for which you create hair and make-up. You will also spend a good deal of time preparing for state board testing and will also have two “mini” state board tests to prepare you for your first “mock” state board test. You will also have a resume and interview class that will help you develop a strong personalized resume and cover letter. With the resume classes, you also receive coaching – including what to wear, questions to ask, and how to give a confident answer during the interview process.

**Phase VI - 100 hours.** In the culmination of your program you will spend a great deal of time preparing for your state board testing. You will have your “mock” state board test which will make you feel more confident to take your real state board examination. You will also get to take practice written tests so that you are completely confident and comfortable with the testing to become a licensed Cosmetologist with the State of California. At this phase you, will take a salon tour so that you may be introduced to potential employers.

Currently, Fremont Beauty College uses the Milady Cosmetology text books, which is a standard in the industry. Methods such as audio-visual, PowerPoints, big posters, hands-on, games, lecture, crossword puzzles, role play, etc. are used for easy learning. Your books will include a Textbook, a Study Guide, and a State Board Review book. In addition, Over the Top and Summit Salon is used to teach personal business development. Students move from classroom instruction to clinic (hands-on) instruction, where practical knowledge is applied to a large client base.

Graduates from this program receive a diploma and/or any certifications earned in the program.

**c) OCCUPATIONAL CODES FOR THE POSSIBLE POSITIONS THIS PROGRAM MAY LEAD TO:**

39-5000 Personal Appearance Workers  
39-5010 Barbers, Hairdressers, Hairstylists and Cosmetologists  
39-5011 Barbers  
39-5012 Hairdressers, Hairstylists, and Cosmetologists  
39-5093 Shampooers

Please visit <https://www.bls.gov/soc/> for Standard Occupational Classifications for more information.

**d) CURRICULUM**

- The latest styling and cutting techniques from Redken 5th Avenue NYC
- Portfolio-building and portfolio-building projects
- Sessions by international and Redken guest artists
- Photo shoots and competition work
- Salon business systems, development, and salon ownership skills
- Client consultation, sales, and communication
- Building and maintaining a clientele
- Resume writing and interview skills
- Participation in charity, fashion, and Bay Area salon events
- Mock State Board exam

**e) CALIFORNIA STATE BOARD MINIMUMS (COSMETOLOGY, 1600 CLOCK HOURS)**

<b>SUBJECT</b>	<b>Theory Hours</b>	<b>Practical Applications</b>
<b>Technical Instruction and Practical Training Hair Dressing (1100 hours)</b>	-	-
Hairstyling	65	240
Permanent Waving and Chemical Straightening	40	105
Hair Coloring and Bleaching	60	50
Hair Cutting to include razor, clipper, trimmers and thinning shears	20	80
<b>Technical Instruction and Practical Training in Health and Safety (200 hours)</b>	-	-
Laws and Regulations	20	0
Health and Safety Considerations	45	0
Disinfection and Sanitation	20	15
Anatomy and Physiology	15	0
<b>Technical Instruction and Practical Training in Esthetics (200 hours)</b>	-	-
Manual, Electrical and Chemical Facials	25	40
Eyebrow Beautification and Makeup	25	30
<b>Technical Instruction &amp; Practical Training in Manicuring &amp; Pedicuring (100 hours)</b>	-	-
Manicuring and Pedicuring	10	25
Artificial Nails and Wraps	25	120

In addition, Fremont Beauty College provides training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.

**f) FULL-TIME COURSE SCHEDULE\*\*\***

**Program length:** About 46\* weeks at 35 hours per week (\*with perfect attendance)

**Schedule:** Tuesday – Friday 8:30 a.m. – 4:30 p.m. with an hour break for lunch

**g) PART-TIME COURSE SCHEDULE\*\*\***

**Program length:** About 75\* weeks at 20.5 hours per week (\*with perfect attendance)

**Schedule:** Tuesday, Wednesday, and Thursday 5:30 p.m. – 10:00 p.m.  
Saturday: 8:30 a.m. – 4:30 p.m. with an hour break for lunch



## 3.2 ESTHETICIAN

### a) PROGRAM DESCRIPTION

**Program CIP Code: 12.0409**

**Program SOC Code: 39.50964**

**Program Name: Esthetics**

**Program Level: Undergraduate 01**

**Program Length: Full-time: 4.5 months Part-time: 7 months (approximately based on attendance)**

**Course hours: 600**

**Occupational outcome: Esthetician**

The curriculum is designed to inspire students to pursue opportunities in salon and spa management. Learn the industry from the education leaders, graduate with the knowledge to not only pass State Board but also use your honed skills in the skincare and beauty industry.

### b) ESTHETICS PROGRAM OUTLINE- 600 hours program is divided into two phases

**Core – 300 hours.** Fremont Beauty College focuses on preparing you for actual work on the clinic floor. You will be introduced to layers of the skin, infection control, skin physiology, bacteriology, skin analysis, facials and facial massage, and waxing techniques. You will be introduced to state board regulations, and sanitation laws. Class begins with classroom theory, and you will progress to work on live models. You will be taking clients on the clinic floor and learning in our “real world” spa environment.

**Seniors – 300 hours.** Fremont Beauty College will focus on getting you acclimated to clinic floor activities. You will continue to take classes in skin theory, and you will take advanced classes in Brazilian wax techniques, body treatments, Microdermabrasion, alpha hydroxy acids and aromatherapy. You will take makeup classes including bridal makeup. You will also create a portfolio of professionally shot photos of a model for which you create make-up. You will also spend a good deal of time preparing for state board testing and you will have your “mock” state board test which will make you feel more confident to take your real state board examination. You will also get to take practice written tests so that you are completely confident and comfortable with the testing to become a licensed Esthetician within the State of California. Final Phase also includes a resume and interview classes that will help you develop a strong personalized resume and cover letter. With the resume class, you also receive hands on coaching – including what to wear, questions to ask, and how to give a confident answer during the interview process. At this phase you will take a spa tour so that you may be introduced to potential employers.

Currently, Fremont Beauty College uses the Milady esthetics textbooks, which is a standard in the industry. Teaching methods such as audio-visual, Power Points, big posters, hands-on, games, lecture, crossword puzzles and role play, etc. are used to make learning fun. Your books will include a Textbook and a Study Guide. In addition, Over the Top and Summit Salon is used to teach personal business development. Students move from classroom instruction to clinic (hands-on) instruction, where practical knowledge is applied to a large client base.

Graduates from this program receive a diploma and/or any certifications earned in the enrolled program.

**c) OCCUPATIONAL CODES FOR THE POSSIBLE POSITIONS THIS PROGRAM MAY LEAD TO:**

- 39-5000 Personal Appearance Workers
- 39-5091 Makeup Artists, Theatrical and Performance
- 30-5094 Skincare Specialists

Please visit <https://www.bls.gov/soc/> for Standard Occupational Classifications for more information.

**d) CURRICULUM**

- Skin science
- Intro to medical Esthetics
- Portfolio-building and portfolio-building projects
- Spa facials and waxing
- Microdermabrasion
- Aromatherapy and phytotherapy
- Chemical peels
- Enzyme therapy treatments
- Makeup and lash application
- Building a clientele and spa ownership skills
- Client consultation and communication
- Participation in charity, fashion, and Bay Area spa events
- Mock State Board exam

**e) CALIFORNIA STATE BOARD MINIMUMS (ESTHETICIAN, 600 CLOCK HOURS)**

SUBJECT	Theory Hours	Practical Applications
<b>Technical Instruction and Practical Training in Facials (350 hours)</b>	-	-
Manual, Electrical and Chemical Facials	70	140
Preparation	15	0
<b>Technical Instruction and Practical Training in Health and Safety (200 hours)</b>	-	-
Laws and Regulations	10	0
Health and Safety Considerations	40	0
Disinfection and Sanitation	10	15
Anatomy and Physiology	15	0
<b>Technical Instruction &amp; Practical Training in Hair Removal &amp; Make-Up (50 hours)</b>	-	-
Eyebrow Beautification	25	50
Make-Up	20	40

In addition, Fremont Beauty College provides training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.

**f) FULL TIME COURSE SCHEDULE\*\*\***

**Program length:** About 17\* weeks at 35 hours per week (\*with perfect attendance)  
**Schedule:** Tuesday – Friday 8:30 a.m. – 4:30 p.m. with an hour break for lunch

**g) PART-TIME COURSE SCHEDULE\*\*\***

**Program length:** About 28\* weeks at 20.5 hours per week (\*with perfect attendance)  
**Schedule:** Tuesday, Wednesday, and Thursday 5:30 p.m. – 10:00 p.m.  
 Saturday: 8:30 a.m. – 4:30 p.m. with an hour break for lunch

### **3.3 MANICURING**

#### **a) PROGRAM DESCRIPTION**

**Program CIP Code: 12.0410**  
**Program SOC Code: 35.50922**  
**Program Name: Manicure**  
**Program Level: Undergraduate 01**  
**Program Length: Part-time: 5 months**

**Course hours: 400**

**Occupational outcome: Manicure**

This curriculum is designed to inspire students to pursue opportunities in salon management related to manicure. Our students not only graduate with the knowledge to obtain license but are also taught the skills to be a part of today's thriving beauty industry.

#### **b) MANICURE PROGRAM OUTLINE**

The curriculum for students enrolled in a nail care course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

The primary purpose of the Manicure Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in manicuring or a related career field.

Fremont Beauty College provides training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.

#### **c) OCCUPATIONAL CODES FOR THE POSSIBLE POSITIONS THIS PROGRAM MAY LEAD TO:**

39-5000 Personal Appearance Workers  
39-5092 Manicurists and Pedicurists

Please visit <https://www.bls.gov/soc/> for Standard Occupational Classifications for more information.

#### **d) CURRICULUM**

Core – 100 hours. Students learn nail care principles, technical information and professional practices.  
Seniors – 300 hours: Theory and Clinic classroom where practical experience is gained.

**e) CALIFORNIA STATE BOARD MINIMUMS (MANICURING, 400 CLOCK HOURS)**

<b>SUBJECT</b>	<b>Theory Hours</b>	<b>Practical Applications</b>
Barbering and Cosmetology Act Rules and Regulations	10	-
Cosmetology Chemistry Pertaining to Manicuring Practices	10	-
Health and safety/hazardous substances	15	-
Disinfection and sanitation	10	10
Bacteriology, anatomy and physiology	10	-
Water and Oil Manicures, including Hand and Arm Massage	15	40
Complete Pedicure, including Foot and Ankle Massage	10	20
Application of Artificial Nails	-	-
(A) Acrylic: Liquid and Powder Brush-Ons	15	80
(B) Nail Tips	10	60
(C) Nail Wraps and Repairs	5	40
State Board Examination Preparation	20	
Manicuring Career and Salon Management	20	

**f) PART-TIME COURSE SCHEDULE\*\*\***

Program length: About 19\* weeks at 20.5 hours per week (\*with perfect attendance)

Schedule: Tuesday, Wednesday, and Thursday 5:30 p.m. – 10:00 p.m.  
Saturday: 8:30 a.m. – 4:30 p.m.

**3.4 MAKEUP**

This makeup course is taught as part of the Cosmetology and Esthetics Program at Fremont Beauty College. There is no extra charge for students enrolled in the Cosmetology and Esthetics Programs.

**3.5 STATE BOARD REFRESHER CLASSES**

State Board refresher classes are provided at no charge to students who have a student account documented as paid in full. Additional refresher classes are provided to all our students so that they can pass the State Board Examinations and obtain their license successfully.

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## Section 4: ACADEMIC POLICIES

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### 4.1 SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Fremont Beauty College regardless of students enrolled in full-time or part-time programs. Prior to enrollment, prospective students will receive the SAP policy, also printed in catalog and online. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. Copy of students' evaluations is made available online and at the administrative office.

### 4.2 EVALUATION PERIODS

Students will be evaluated for Satisfactory Academic Progress, will sign and be given a copy of the SAP upon meeting each of the clocked actual hours as follows:

**Cosmetology 450, 900, 1200 actual hours / Esthetics 300 actual hours / Manicure 200 actual hours**

The frequency of evaluations ensures that the students have had at least one evaluation by midpoint in the course. The SAP evaluations are printed within 7 days of the student reaching the evaluation points.

Transfer students will receive evaluations at either the mid-point of their contracted hours or at the scheduled evaluation period for the program in which they are enrolled, whichever comes first.

### 4.3 QUALITATIVE AND QUANTITATIVE PROGRESS EVALUATIONS

QUALITATIVE (Academic) and QUANTITATIVE (Attendance) measures are used to determine the extent to which students are making adequate progress towards completion of a course of study within a specified timeframe. Students meeting requirements at the review points will be considered making Satisfactory Progress until the next scheduled review.

#### a) QUALITATIVE

1. A minimum cumulative Theory grade level of 80% ("B") or higher.
2. A minimum cumulative academic level of 80% ("B") or higher on practical/operations completion.
3. Theory and practical/operations grades are averaged together to give a cumulative academic grade of 80% ("B") or higher.

#### b) QUANTITATIVE

1. A minimum cumulative attendance of 80% of the scheduled hours.
2. Complete the course within 125% of the enrolled program length.

Rate (%) of attendance calculation: Total hours accrued divided by the number of hours scheduled to date.  
Maximum timeframe calculation to complete course:  $100\%/80\%$  (minimum attendance required) = 125%

A student who has not achieved the minimum cumulative GPA of 80% ("B") and/or who has not successfully completed at least a cumulative rate of attendance of 80% within the timeframe allowed is not eligible for Title IV assistance, if applicable, but will be allowed to complete the program on a cash payment basis.

#### 4.4 ACADEMIC YEAR

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 15 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 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.

- d) Leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence, based on actual contracted hours at Fremont Beauty College.
- e) School will notify students of any evaluations that impact the students' eligibility for financial aid, if applicable.
- f) Course incompletes, withdrawals, and repetitions have no effect on SAP. Furthermore, course incomplete, repetitions and non-credit remedial courses are not applicable to this institution's form of instruction and therefore have no effect upon SAP standards.
- g) Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

#### 4.5 GRADING SCALE

The Fremont Beauty College uses a 100-point grading scale:

90 - 100% = A Excellent	70 - 79% = C Average
80 - 89% = B Above Average	60 - 69% = D Unsatisfactory

Students are permitted to re-take any tests scored below 80%. Previous test score (lower score) is nullified, allowing the new score (higher score) to be the basis of calculating GPA. As such, repeating the tests has no bearing on the Satisfactory Academic Progress, but rather may help the student improve her/his GPA.

In cases of temporary interruptions such as sickness, personal-emergency, or Leave of Absence, the student will be allowed to develop a plan along with the instructor to makeup assignments and tests. Students are encouraged to check their progress online routinely through the password protected student portal, which is the extension of an industry standard student-management-system, used by the school.

#### 4.6 INADEQUATE GRADES

When a student is weak in one or more areas of study or skill, the educators will determine a deadline for the student to complete the work satisfactorily. Inadequate grades may indicate lack of motivation as well as inability. The student will be informed immediately after a grading period, how a deficiency can be corrected. The student will be advised during the grading period if grades are below standard.

#### **4.7 WARNING**

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

#### **4.8 PROBATION**

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

#### **4.9 APPEAL POLICY**

A student, who was dismissed due to unsatisfactory progress, may appeal the dismissal to the School Administrator or School Director in writing. Policy Appeal may be obtained from the Admissions Director or a formal letter may be submitted stating the reason for appeal, such as the death of a relative, an injury or illness of the student, or other allowable special circumstances. The student must submit regarding why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. The student has the right to an appeal conference within 21 days of submitting the appeal. The School Administrator, School Director and Program Director will make a determination if the appeal is approved or denied. If the appeal is approved, the student will be re-admitted to Fremont Beauty College, however; the student will still be on academic probation upon re-entry. The results of the appeal will be documented and signed by the student and School Administrator or School Director then filed in the student's file. The student must achieve SAP by the next checkpoint in order to remain enrolled in Fremont Beauty College. The administrator shall evaluate the appeal within a reasonable time frame, 5 to 10 days, and notify the student in writing of the administrator's decision. Should the student appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision with a reasonable time frame, 5 to 10 days. The decision of the committee shall be final.

#### **4.10 TRANSCRIPTS**

Each student's file will contain student's academic progress record and evidence of certificates issued by this institution. Should a student need a copy of an official transcript, the first copy will be provided at no charge upon completion. Subsequent copies are available upon payment of a fee of \$15.00. Transcripts will only be released to the student upon receipt of a written and signed request. No transcripts will be issued until all tuition and other fees due to the institution are paid in full.

#### **4.11 STUDENT RECORDS**

All students, parents of minor students, and parents of tax dependent students, have the right to inspect, review and challenge information contained in their educational records. Educational records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution. Written consent is required before educational records may be disclosed to third parties with the exception of accrediting financial records of their parents. A school official must be present during the examination of student's files. Student records are retained for five years from the date the student graduates, withdrawals or otherwise ceases to be enrolled. They include both academic and financial information.

Transcripts will be maintained indefinitely.

Should you find, upon your review, that there are records that are inaccurate or misleading, you may request that the errors be corrected. In the event a difference of opinion exists regarding the existence of errors, you may ask that a meeting be held to resolve the matter. It is our intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of your financial, academic and other school records. We will not release such information to any individual without having first received your written request to do so, or unless otherwise required by law.

Any transcripts or documents requested that are 5 years and older, there will be a \$150 processing fee to search and provide documentation requested. Submit proof of graduation from Fremont Beauty College with your written request.

#### **4.12 PROGRAM EVALUATIONS**

At Fremont Beauty College, our goal is to continually improve quality of education and programs.

You are given the opportunity to evaluate the course(s) and instructor(s). You also have the option and right to remain anonymous during the evaluation, and you are permitted to submit just one completed evaluation form for each class. Your school director will distribute and collect the evaluations. Evaluations may be handed out periodically, but at a minimum halfway point of each program and upon graduation from all programs.



#### 4.13 DISTANCE EDUCATION

Your distant classroom is an innovative learning environment that brings together discussions, assignments, and learning activities all in one location. Depending on the program, your classroom experience may vary. If you need help accessing or navigating your online classroom, our technical team will guide you during orientation and help you to log in to the student portal, CourseKey and Zoom applications.

Your Classroom is designed around your course syllabus and has everything you will need to be a successful student, and ways to learn and connect with your instructor and classmates.

Within the Classroom, you will be able to view messages from your instructor and classmates, and see what readings and assignments are due. It is important to stay organized, track progress through the course and check weekly progress. You will also be quizzed and scored online through our online portal.

The course is designed to teach theory mainly, as practical and lab work will be taught at campus. Though you will learn techniques online by observing the instructor and watching interactive videos, student support and technical assistance will be provided when needed and upon request.

Following requirements shall apply:

- (1) It is a Hybrid Program (Theory and Practical Operations), and all hours required to complete the program for the distance learning will be in accordance with the Board of Barbering and Cosmetology, Bureau for Private and Post-Secondary Education, and any other State, governmental or accreditation compliance requirements. Practical and Operations may be scheduled at the campus, and your instructor will schedule and coordinate your visit at campus when the instructor sees it fit.
- (2) You will be graded, and progress monitored in accordance with Student Academic Progress Policies to successfully progress through the program.
- (3) All rules and regulations shall apply as mentioned in this catalog.
- (4) Technology plays a key role in distant learning educational process, regardless of your learning format, please make sure that you meet the computer requirements. Microsoft Windows or Apple Mac OS with Chrome, Firefox or Safari Browser, high speed internet connection, monitor and video card, speakers, headphone or speakers, web camera capable of video conferencing are required. Mobile phone capable of downloading CourseKey application for attendance will be required. Zoom application will also be used for visible communications and learning.
- (5) Orientation will be on the first day of the class.

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## Section 5: ATTENDANCE POLICIES

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### 5.1 ATTENDANCE AND TARDINESS

Students are expected to attend all classes as scheduled. This school uses software to track student attendance. Failure to clock-in, clock-out, leaving early from class, and/or not clocking in at all, not only affects a student's scheduled graduation date but also causes over contract fees.

1. The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized time clock and does not round hours. In order to ensure proper clock hours are credited, full-time students are required to clock in/out 4 times a day: when they arrive to school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. Part time students are required to clock in/out 2 times a day: when they arrive to school and when they leave at the end of the day. If a student fails to clock in or out for their schedule on the student timeclock, the student will not receive the hours, if the student wishes to dispute, any hours they feel earned, the student must provide documentation to verify attendance on the missing time form. The documentation would include the student sign in sheet, the specialty class attendance role, and/or the guest service summary.
2. The school is open from 8:30 AM to 4:30 PM for day students and 5:30 PM to 10:00 PM for night students.
3. All courses require continuous attendance.
4. Students may not miss Saturdays. If a student misses "unexcused" Saturday, he/she will not be allowed to have personal services the following week.
5. Students must be on time, as tardiness inhibits the learning process. Students who are late for theory class may not enter the classroom and will not receive theory credit. They may "clock in" and will be assigned special projects or assignments pertaining to their course of study. Students who are late for a specialty class or a guest artist class may attend the class but must be accompanied into the classroom by an instructor. Students are never excused from mandatory theory class to work on the floor.
6. Students' will be given a seven (7) minute grace period prior to their school program start time to clock in. Once it's passed the seven (7) minute grace period it's considered a tardy.
7. Students coming to school after theory will not be permitted to attend that day and will be sent home. Students who are not here by 8:37AM for day students and by 5:37PM for night students will be allowed to wait in the overflow area (i.e. outside classroom in the make-up area, break room or salon clinic station) and will clock in after theory. Students are not allowed to come to school after theory or lunch unless it's been pre-approved two weeks prior to the absence with the exception of medical emergencies, death of immediate family member, or care of a sick child "own child" or legal guardian to child.
8. During the enrollment contract period, the student is allowed to miss 80 hours (cosmetology), 30 hours (Esthetics), 20 hours (manicure) before having to pay extra instructional charges. If the student's training goes beyond the contracted ending date for course completion, the student will be charged an additional dollar amount per hour per the student's contract after the contract ending date. The student may

use the 80 hours (cosmetology), 30 hours (Esthetics), 20 hours (manicure) allowed absent hours for vacation, appointments, illness, etc.

**\*\*Refer to the school enrollment contract for the Enrollment Contract Period definition. Please note that if a student misses more than 14 consecutive calendar days, the student may be terminated from the program.**

Students who are late or cannot attend school must contact the school at (510) 797-7318. It is the responsibility of the student to notify the school before 8:30AM for day students and before 5:30PM for night students by phone by pushing zero (0) and leaving a voice mail of the reason for the absence or tardiness or it will result in being unexcused and student will be suspended. Text messages to staff will not be accepted as notification.

9. Students must request time off by filling out the time off request form located in the time off request binder at the front desk and notify the Educator.

10. Students are required to be in attendance a minimum of seven (7) hours per day, 35 hours per week for the full-time schedule; 20.5 hours per week for part-time students. Holidays such as Thanksgiving, Christmas, and New Year’s Day will be set according to the calendar each year. Students cannot bank hours and attend over 35 hours per week to make up for missing hours, unless approved by the student’s Educator for special events.

11. Lunches and breaks are scheduled for all students. Day students will take 60 minutes for lunch between 12:00 noon and 1:00 PM, if possible, according to their booking. Students should communicate with their instructor if they have not had lunch by 1:30PM. Night students get a 15 minute break.

Student Schedule	Breaks	Lunch
7 Hour Day	15 min. in the morning & 15 min in the afternoon	60 min
4.5 Hour Day	15 min at mid-point of schedule	N/A

12. Documentation of time: Students may not leave the school premises during regular hours without an instructor’s permission.

- a. Students who leave school premises for more than 15 minutes or those who leave early must document their time by clocking out on the time clock, signing the sign-out sheet, and having an instructor book them out.
- b. Students who leave school premises for less than 15 minutes must sign the sign-out sheet.
- c. Day students must clock out on the time clock for lunch for 60 minutes every day. Students will not receive credit for the hour if they fail to clock in/out for lunch.

13. Students may not clock in or out for another student.

14. After three (3) unexcused tardy, students will be issued a write up. Three (3) write ups will result in a one-day (1 day) suspension. No call/No show results in immediate one-day (1 day) suspension. Following any suspension, student will be reinstated to school after meeting with School Director and outlining corrective steps, which the student will be held responsible to follow.

15. Student who fails to attend fourteen consecutive scheduled days of attendance, and/or does not formally withdraw from the school, the student contract is cancelled on the fifteenth (15) day, and the student will be formally terminated.

## **5.2 APPROVED ABSENCES**

Absences may be approved if absences are requested at least seven days in advance, and the student has no tardiness, no unexcused absences, no suspensions or disciplinary actions, and all class work is up to date.

Approved absences do not prevent the student from going over contract if the student has missed more than the allotted time specified in the contract for illness or emergency.

The following are excused absences:

1. Illness of student or student's child with doctor's note.
2. Funeral with program from service.
3. Car accident with police report.
4. Doctor visits for non-illness appointments. (Examples: medical, dental, vision, pregnancy).
5. Maternity leave or complications of pregnancy.

## **5.3 ATTENDANCE OF OVER CONTRACT MAKE-UP HOURS**

Attendance of over contract hour make-up hours is at the School Director or School Administration Official's discretion. Attending unscheduled school hours or off-site events for over contract make-up hours is only allowed if the student is in good academic standing. Full time and Part time students are only allowed to attend 8 hours of over contract make up hours per week. This must be approved by a School Administration Official one week in advance. A student is only eligible after 1200 hours in the Cosmetology program, 450 hours in the Esthetics program and 300 hours in the Manicure program. Students who are eligible to attend these hours will pay for the hours in advance in accordance with the current over contract rates listed in the Enrollment Agreement. The current over contract rates are \$18.00 per hour for the Cosmetology and Esthetics program. Over contract hours may not exceed 80 hours for the Cosmetology program and may not exceed 30 hours for the esthetics Program. The student must pre-pay the hours BEFORE these hours can be attended. Please contact the Admissions Director or your program director for more information (and current changes) on this policy.

## **5.4 LEAVE OF ABSENCE (LOA) POLICY**

The LOA must be requested and approved in writing, with student's signature, prior to LOA occurring.

The student is required to list the reasons for the LOA. A student may be granted a LOA for any of the following reasons: 1) Financial Hardship 2) Medical Issues 3) Personal or Family Related Issues.

A student who must take an approved Leave of Absence (LOA) must follow the school's LOA policy.

The student must request the LOA in advance unless unforeseen circumstances or emergency prevents the student from doing so.

Emergency LOA, without prior written request, may be granted and documented by the institution for its decision for approval of LOA, provided the student completes the LOA form and returns it to Fremont Beauty College via mail or in person with signatures and within reasonable resolution of the emergency, at later date. If the leave of absence is for medical reasons, a written leave of absence form must be completed by the student and accompanied with a doctor's certification that specified the physical illness and anticipated time of absence required.

The start date of the approved LOA will be the first date the student was unable to attend.

A leave of absence may extend the student's contract period and maximum time frame by the same number of days in the leave of absence. An addendum to the enrollment agreement will be signed by the student and school official extending the student's contract period. An addendum to the enrollment agreement must be signed by all parties.

Student will not be assessed any additional charges as a result of a requested LOA.

The maximum time frame for a LOA is 30 calendar days, at any one time. Student may be granted extension of LOA, provided that student submits a reasonable explanation with proper legal documentation. 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.

Student granted a LOA, in accordance with the school's policy, is not considered to have withdrawn and no refund calculation will be required at that time.

Student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA. The student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

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## **Section 6: COUNSELING AND CAREER**

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Fremont Beauty College is devoted to the success of our students and alumni. We offer a career path and resources to assist by gauging our students' interests and strengths, so they can pursue their career and transition appropriately into the workforce or self-employment.

### **6.1 CAREER PLANNING SESSIONS**

Fremont Beauty College provides tools and training to students for personal development and salon success. Besides holding seminars and inviting guest artists to provide education and information, Fremont Beauty College also uses Summit Salon "Over the Top" Program, which is a premier business and personal development training and education in the health and beauty industry today.

This education takes the students through the process of:

- Understanding the decision students have made to enter this great industry.
- Understanding the importance of building a solid and sustainable business that ensures success.
- Understanding retail and customer service as an essential part of building a successful business.

### **6.2 EMPLOYMENT ASSISTANCE**

Job placement assistance is provided to graduates at no additional charge. School maintains contacts in the beauty industry to assist students in job placement. a current list of employers with job openings. Potential employers are encouraged to visit Fremont Beauty College, and students also are prepared to begin off-campus interviews. Job opportunities are announced and posted on the student board located within the facility.

Though the school trains each student to be marketable, help prepare for interview, resume and organize a job search, "The school cannot promise or guarantee neither employment nor level of income or wage rate to any Student or Graduate, nor does the school use placement data as an incentive to entice prospective students to enroll".

Fremont Beauty College holds career events within the facility where prospective employers are invited to meet and speak with students.

### **6.3 CAREER FAIR**

Fremont Beauty College hosts Career Fairs which are held on Saturdays, two times annually. Local salons, spas, vendors and related businesses are invited to attend. Students are encouraged to participate in these Career Fairs and are prepared for this event. Students also prepare and maintain a professional resume as they are making progress in their enrolled programs.

## Section 7: FINANCIAL INFORMATION

### \*7.1 TUITION AND FEE SCHEDULE

COURSE	TUITION	BOOKS* SUPPLIES* TOOLS*	REGISTRATION FEE**	STRF	SALES TAX 9.25%	TOTAL CHARGES
<b>COSMETOLOGY</b>	\$12,500	\$2,100	\$100	\$0	\$194.25	\$14,894.25
<b>ESTHETICIAN</b>	\$6,500	\$1,200	\$100	\$0	\$111	\$7,911.00
<b>MANICURING</b>	\$3,700	\$700	\$100	\$0	\$64.75	\$4,564.75

ESTIMATED AND ACTUAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM ARE SAME

Tuition Hourly Rate:

Cosmetology: \$7.81 /hour

Esthetics: \$10.83/hour

Manicuring: \$: \$9.25/hour

\*PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Above Fees do not include State Board Fees.

All returned equipment will be assessed a 25% restocking fee (See 7.7 Refund Policy, B, 3)

\*Once used, Books, Supplies and Tools are not returnable or refundable due to unsanitary considerations.

\*\* Non-refundable fee if student withdraws from class.

### 7.2 OVER CONTRACT FEES (EXTRA HOURLY INSTRUCTION CHARGES)

Students are expected to complete their training within the maximum time allowed as specified in the enrollment agreement. 5% of the scheduled hours are allowed for emergency or sickness, i.e. 80 hours for the Cosmetology program, 30 hours for the esthetics Program and 20 hours for Manicure Program. If the student exceeds the timeframe of the course contract plus 5% of scheduled hours, an extra hourly instruction charge will be made for the balance of the hours required for the completion of the course. These hours will be billed only after the student has reached the expected end date specified in the Enrollment Agreement. These hours must be paid in full prior to the release of any final documents including the diploma, transcripts or proof of training.

Students are advised to check their attendance hours regularly through student portal, for which password is provided to each student.

The rates per hour for extra hourly instructions will be as follows:

**Cosmetology**.....\$18.00 per hour

**Esthetics**.....\$18.00 per hour

**Manicure**.....\$18.00 per hour

Fremont Beauty College reserves the right to change the tuition and fees and make subject changes without prior notice when necessary. Any changes made will not affect currently enrolled students.

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### 7.3 PAYMENT PLAN OPTIONS\*

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Payments may be made via following methods: cash, checks, money order, credit cards, cashier's check. Tuition payments made with credit cards will be accepted and will have an additional 3% convenience fee if withdrawn from any enrolled program.

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#### 1. PAYMENT PLAN COSMETOLOGY (Zero Interest)

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For Cosmetology, a minimum down payment of 20% of your tuition (\$2,500.00) plus kit, books, sales tax and application fee (\$2,394.25) is required, totaling **\$4,894.25** and leaving a balance of **\$10,000.00**; to be paid as per contract, and before graduation.

Full-time payment: **\$909.09** for 11 months

Part-time payment: **\$526.32** for 19 months

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#### 2. PAYMENT PLAN ESTHETICIAN (Zero Interest)

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For Esthetics, a minimum down payment of 20% of your tuition (\$1,300.00) plus kit, books, sales tax and application fee (\$1,411.00) is required, totaling **\$2,711.00** leaving a balance of **\$5,200.00**; to be paid as per contract, and before graduation.

Full-time payment: **\$1,300.00** for 4 months

Part-time payment: **\$742.86** for 7 months

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#### 3. PAYMENT PLAN MANICURING (Zero Interest)

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For Manicure, a minimum down payment of 20% of your tuition (\$740.00), plus kit, books, sales tax and application fee (\$1,411.00) is required, totaling **\$1,604.75** leaving a balance of **\$2,960.00**; to be paid as per contract, and before graduation.

Part-time payment: **\$592.00** for 5 months.

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### 7.4 LOAN PROGRAM

Fremont Beauty College at present does not participate in any form of financial aid including state and federal financial aid programs. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from the federal student financial aid program funds.



## **7.5 PAYMENT POLICY**

Students can pay in one of three ways; pay in full, pay with lending from outside sources or on a periodic basis directly to the school. Students paying on a periodic basis are expected to pay in full one month prior to graduation unless another payment option is approved. Students will follow the payment plan established in the Financial Plan. If a student misses a payment, the student will not be allowed to clock in and accrue hours, may incur over contract costs, will be charged a late fee and must pay for hours missed until the balance is paid in full. Fremont Beauty College may suspend the student until the balance is paid in full.

## **7.6 LATE FEES**

There is a \$25.00 late fee charge with an additional \$5.00 fee for each additional day that payments are late per payment schedule in the student's contract. Please refer to your Enrollment Agreement and contract.

## **7.7 REFUND POLICY**

### **A) STUDENT'S RIGHT TO CANCEL**

1. You have the right to cancel your enrollment agreement and obtain a refund of charges paid for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 4164 Technology Dr., Fremont, CA 94538. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00. Refund to student will be within 45 days after the notice of cancellation is received.

### **B) WITHDRAWAL FROM THE PROGRAM**

1. You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

2. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.
3. Used and/or opened items and tool kits are considered unreturnable equipment. Returnable equipment must be returned within 10 days of withdrawal in their original state, no exceptions. All returned equipment will be assessed a 25% restocking fee.
4. All items, tools, books, kits, tuition or fees if paid with charge card, upon withdrawal, a 3% Merchant Card Processing Fee will be deducted from the refund.
5. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:
  - The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
  - The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
  - The student has failed to attend class for three (3) consecutive weeks.
  - The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## 7.8 REFUND CALCULATION METHOD

Hypothetical Refund Example used to calculate a refund with 700 scheduled hours to be attended and completed at \$7.81 per hr. of 1600-hour cosmetology course: (Opened kits and books are non-refundable no matter the condition.)

Course Hours 1600	Cost of Program	Scheduled Hours 700	Amount Owed	Refund Amount
Registration*	*\$100.00			
Kits, Books, Uniform*	*\$2,100.00			
Tuition Cost Tuition Rate	\$12,500.00 \$7.81/hr	700 hrs. x \$7.81	\$5,467.00	\$12,500.00 (\$5,467)
Total	\$14,894.25	\$5,467.00	\$5,467.00	\$7,033.00

1. Amount owed to the school must be paid in full.
2. Proof of Training will be released only after all balances owed have been paid in full.
3. In the event the school is permanently closed and no longer offers instructions after a student has enrolled, the student will be entitled to a pro-rated refund of tuition as outlined in this refund policy and enrollment agreement.
4. If a course is canceled subsequent to the student enrollment, the school shall provide a full refund of all moneys paid or make arrangements to provide completion of the course and/or program.
5. If an applicant is not accepted for enrollment by the school after moneys have been collected, all moneys paid will be refunded immediately.
6. Enrollment time is defined as scheduled hours of attendance, or that portion of the course scheduled to be completed between the actual starting date and the date of the students last date of physical attendance in the school.
7. Cancellation or termination date is determined by the postmark on written notification, or the date notice of cancellation is delivered to the school administration in person.
8. In the case of a leave of absence, regardless of duration, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the Student notifies the school that the Student will not be returning.
9. For student who does not formally withdraw, fails to attend fourteen consecutive scheduled days of attendance, and the institution is unable to contact the student, the student contract is cancelled on the fifteenth (15) day.

## 7.9 SCHOLARSHIPS

Fremont Beauty College accepts outside scholarships awarded to our students. Anytime a scholarship is available, rules for how to apply, amounts awarded, and the entire scholarship process will be issued. From time to time, we offer tuition discounts. These discounts are applied to the advertised specific class start dates only. The School reserves the right to grant fee waivers. Any fee waivers granted will be evaluated on an individual case by case basis by the School Director. Any student who withdraws or is terminated prior to completion of the full program hours will forfeit the scholarship and/or fee waivers. For additional information, please see the School Director.

## 7.10 STUDENT TUITION RECOVERY FUND DISCLOSURES (STRF)

"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, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, (916) 574-8900 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 non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

## 7.11 STUDENT KITS

Student kits are issued to each student on the first day of school and contains all the necessary tools and equipment to perform daily assignments and services on guests. To achieve a consistent, professional and efficient quality of education throughout the students' educational process, Fremont Beauty College selects proprietary items to include in this kit that follow our curriculum map. A representative from the admissions department will provide students with a list of required kit supplies for their program prior to enrollment and are given two options to acquire these items. The options will be explained in full detail to ensure both options provided are completely understood. All items purchased regardless of the option chosen, must be exact to the item description on the provided kit list and no substitutions will be permitted to maintain this consistency. All kit items are required to be in the student's possession on the class start date regardless of the option chosen to acquire the item. Students must maintain equipment and replace broken or damaged articles to practice the hands-on portion of their education properly. Issued textbooks and kits must be in each student's possession every day.

## 7.12 ISBN/TEXTBOOK INFORMATION

Fremont Beauty College provides the International Standard Book Number (ISBN) and retail price information for textbooks and supplemental materials for each program to each student during the enrollment process.

### **Milady Cosmetology Text Book**

ISBN-13: 978-1285769417

ISBN-10: 9781285769417

### **Milady Cosmetology Theory Workbook**

ISBN-13:978-1-285-76945-5

ISBN-10: 1-285-76945-7

### **Milady Cosmetology Practical Workbook**

ISBN-13: 978-1-285-76947-9

ISBN-10: 1-285-76947-3

### **Milady Esthetics Text Book**

ISBN-13: 978-1111306892

ISBN-10: 9781111306892

### **Milady Esthetics Workbook**

ISBN-13: 978-1111306915

ISBN-10: 1111306915

### **Manicure Text Book:**

ISBN-13: 978-1-285-08047-5

ISBN-10:1-285-08047-5

### **Student MANICURE Workbook**

ISBN-13: 978-1-285-08051-2

ISBN-10: 1-285-08051-3

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## Section 8: SCHOOL POLICIES

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### 8.1 NON-DISCRIMINATION POLICY

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, ethnic origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to School Director, who is assigned the responsibility for assuring that this policy is followed.

### 8.2 COPYRIGHT INFRINGEMENT

Internet access is an important tool in the academic activities at Fremont Beauty College. Wifi is supplied to all the staff, faculty, students and guests to enhance their learning experience. Such benefits come with great responsibility and risk. While accessing online or wifi services, all copyright laws governing music, movies, games, software and other material over the internet must be adhered to. Unauthorized distribution of copyright material, including unauthorized peer-to-peer file sharing may subject a student, staff member or guest to civil and criminal liabilities.

Anyone who exploits any of the exclusive rights of copyright without the copyright owner's permission commits copyright infringement. If a lawsuit is brought in a court, the infringer will have to pay the copyright owner any amount of money made from using the work or any amount of money that the rightful owner would have made if the infringement had not happened.

If the copyright is registered with the U.S. Copyright Office, the infringer may also have to pay the copyright owner statutory damages, which is an amount set by the judge. In most cases this amount will usually be higher. In addition, an infringer may be found guilty on criminal charges and must pay criminal penalties.

If Fremont Beauty College receives an allegation of copyright infringement based on use of the school's computers or IP address by a student, the School Director will perform an investigation. If the investigation results with finding the student responsible, the student will be subject to disciplinary action including loss of network access, suspension or termination from school. Consequences of copyright infringement also include civil liability and criminal prosecution. A summary of the penalties may be found at

<https://www.copyright.gov/title17/92chap5.html>

### 8.3 USE OF PHOTOGRAPHY AND VIDEOGRAPHY

Fremont Beauty College from time to time takes pictures of student's work, their images to promote students and the school. Students at Fremont Beauty College give permission to use any student photos, pictures or renderings in all forms of advertising, pamphlets, brochures and catalogs for the benefit of Fremont Beauty College. They release Fremont Beauty College of all claims made, regarding the use of photos for the benefit of Fremont Beauty College. This release shall remain in effect even after graduation from Fremont Beauty College.

### 8.4 PROFESSIONAL CONDUCT

Students are expected to behave professionally and respectfully. Failure to adhere to school policies, as outlined in this Catalog of Courses and the Student Handbook, is grounds for immediate disciplinary action and possible suspension.

## **8.5 STUDENT/STAFF RELATIONS**

Fremont Beauty College prides itself on having a campus environment that is fair, based on trust and without favoritism. To ensure that culture exists, faculty and staff have chosen to maintain a strict non-fraternization policy amongst students and all Fremont Beauty College Staff. Fraternalizing of any kind outside of a school approved activity is not allowed including social media while a student is enrolled in their prospective program. Communication between all students and staff is to remain within the realms of a student-staff relationship, until such time that a student has officially graduated.

## **8.6 DISCIPLINARY ACTION**

Fremont Beauty College takes pride in its high standards to prepare students for the best salons and spas. If student chooses not to follow our policies and procedures as outlined in this catalog, then the following procedures are used for successful behavior:

- a) Student may receive a verbal warning and may be written up for violations.
- b) Student may be scheduled for a meeting with department director/school director or management for further action.
- c) Student may be suspended for several days depending upon violations.
- d) Student may be terminated and discharged if violations are inconsistent and severe.

## **8.7 SUSPENSION**

Students may be suspended for absence, tardiness, putting the institution at liability (e.g. taking clients without consultation), or any behavior that the School Director deems as inappropriate. If a student is suspended, he/she will be advised of the problem and what must be done to correct the problem. The student may wish to submit a formal complaint (Student Complaint - Internal Grievance Complaint Form) to the Office of Admissions ONLY if a suspension was given for a reason other than those mentioned above.

It is the intent of the school to prepare professional people for a career. If a student is not so inclined and has limited likelihood of success in this career, it is the responsibility of Fremont Beauty College to inform the student and to tell the student how deficiencies can be corrected.

In the event a student is suspended, a staff member will escort the student to the time clock, out the door to the parking lot and to the student's vehicle. If a student has left a kit or other belongings on the clinic floor, the instructor will escort the student to collect these items, to clock out and to the parking lot. Once a student has been suspended the student is not allowed in any part of the building or on school property until that suspension has been served. If a student is caught on school property or in the building during a suspension period that student could face further disciplinary action up to and including termination.

## **8.8 TERMINATION**

A student may be terminated for failure to comply with the policies of Fremont Beauty College as outlined. An amount of \$100 registration fee plus \$150.00 termination fee will apply in the event a student is terminated from any program at the Fremont Beauty College.

## **8.9 GRIEVANCES/COMPLAINT PROCEDURE**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature and patterns of complaints for the institution.

When filing a student grievance, the burden of proof rests upon the student to provide clear and convincing evidence.

### **I. Procedures:**

- A. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
- B. The complaint form will be given to the School Director.
- C. The complaint will be reviewed by management and a response will be sent in writing to the student within 15 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
- D. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
- E. In cases of extreme conflict, concern or grievances that cannot be resolved by the instructor or staff, then the complaint will be referred to the school's Management Team, which consists of the school director, chief academic officer, operations director, other staff members and immediate instructor of the student. The team will hear and attempt to resolve each complaint or concern within 30 days of receiving the written complaint. If more information is needed, a letter requesting the additional information will be sent to the student. If no further information is needed, the team will determine a resolution and notify the student in writing within 15 calendar days of the steps taken to correct the concern or an explanation as to why no action was required. The school will maintain records of the complaint and response in accordance with the published record retention policy. Students will not be subject to adverse actions by any school official as a result of initiating a complaint.

### **II. Appeals**

- A. If the student or respondent believes that the process and procedures outlined in this Policy were incomplete or unfair, an appeal may be made, once again, to the School Director or the official(s) serving in place of the School Director, whereby another attempt will be made to resolve the grievance.



Students should follow the above process; however, the student may, at any time, file a complaint with the school's licensing agencies below:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

1747 N. Market Blvd. Ste 225

Sacramento, CA 95834

or

P.O. Box 980818, West Sacramento, CA 95798-0818

Telephone: (888) 370-7589 or by Fax: (916) 263-1897

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

**BOARD OF BARBERING AND COSMETOLOGY**

P.O. Box 944226

Sacramento, Ca, 94244-2260

website: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

Telephone: (800) 952-5210

"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](http://www.bppe.ca.gov)."

Students will not be subject to retribution upon filing a complaint.

**8.10 ARBITRATION**

In the event any grievance is pursued beyond the Board of Grievances' decision, student agrees and acknowledges that any matter concerning the Enrollment Agreement or Student Catalog must be submitted to a single arbitrator assigned by the American Arbitration Act ("AAA"). Any matter to be submitted to the AAA must be filed within five (5) days of the Board of Grievances' decision. However, prior to pursuing binding arbitration, student must exhaust all means available through the Board of Grievances. The cost of any such arbitration shall be paid by the party pursuing such arbitration. The results of the arbitration shall be binding on the parties and shall preclude parties from seeking further litigation. The parties agree to make all reasonable efforts to ensure that any dispute going to arbitration shall be resolved within sixty (60) days of filing arbitration documents.

## 8.11 PROFESSIONAL DRESS CODE

Adherence to our professional dress requirements is an integral part of your education. We work in a fashion industry and must learn to advise clients regarding their personal image. During your program, you will receive training and advice regarding your personal image. If an instructor deems your appearance for the day unsatisfactory, you will be asked to leave Fremont Beauty College and return with appropriate dress. You will be clocked out and will not receive hours until you return in compliance with the Fremont Beauty College standards.

### Shoes

- All black
- Clean and polished with no scuffs
- No sandals
- No flip-flops
- All black athletic sole shoes; soles of shoes should be non-slip soles
- No Ugg or “Ugg style” boots
- No open toe shoes

### Uniform

- Tops must meet bottoms, No bare midriffs
- Black tops and bottoms must be in good condition, with no rips or tears. They should be clean, pressed, and fit properly
- Black tops should not be too low cut and may not be sleeveless, no bare backs
- If a tunic is worn, it must be no higher than the knees (must cover bottom)
- Bottoms, skirts, and slacks should be black. They should not be too short (skirts must be to the knee; when bending over skirt should not be above the knee) or too tight. Leggings are not considered appropriate bottoms
- Any beading or fringe detail must be black
- Hose, if worn, must be black or neutral in color
- Socks must be black and must be worn
- Be creative - add jewelry (any color)
- Avoid bulky sweaters, low cut tops, spaghetti straps, tank tops and sloppy shirts
- Underarms must be covered even when arms are raised, no bare shoulders
- No short skirt lengths, baggy nylons, or nylons with runs
- No shorts. Black pants or slacks only.
- Repair lost buttons, torn seams, or hems out
- No sport sweaters (hoodies)
- No blankets
- Scarves – Gray or Black

### Makeup

- Applied and neat

### Nails

- Clean and filed
- No excessive detail (rhinestones, charms etc.)
- No lengths/styles that students can't work with

## **Hair**

- Clean, dry, finished style combed into place
- No hats, beanies, baseball caps or headwear. Hijabs are the only exception to this rule
- Hair accessories are okay (examples: styled hairpieces, decorations)

## **Logos**

- Only Fremont Beauty College, Redken, Matrix, Dermalogica and Lira logos are allowed.

## **Esthetics (added)**

- Bottoms must be longer than esthetics jacket
- Shoes must be “quiet” when walking, non-skid.
- Esthetics students are not permitted false nail tips of any kind
- As well as all rules contained within the Dress Code Policy
- Only Fremont Beauty College issued Lab Jackets are allowed

## **8.12 SCHOOL RULES, REGULATIONS AND DISCIPLINARY ACTIONS**

**Immediate termination, disciplinary action, warning and or probation would be enforced due to not following the school rules and guidelines below.**

1. Clocking in or out another student or having another student clock in or out for you.
2. Altering or forging timesheets.
3. Possession and use of or being under the influence of drugs or alcohol in school.
4. Causing extreme or willful disruption of school activities.
5. Use of ethnic, racial or sexual slurs, or abusive language toward any client, staff member or fellow students.
6. Committing an obscene act or engaging in vulgarity or profanity.
7. Caused, attempted to cause, or threatened to cause physical injury to another person.
8. Possessed an imitation firearm, knife, dangerous objects and or terrorist threats.
9. Stolen or has attempted to steal school or private property.
10. Caused or attempted to cause damage to school or private property.
11. Committed or attempted to commit a sexual assault or committed a sexual battery.
12. Harass, threaten, act of hate violence, and or intimidate the school personal or student.
13. Aided or attempted infliction of physical injury to another person.
14. Any other misconduct the school recognizes as deserving of immediate termination.
15. Smoking and vaping are prohibited inside and outside the school building. There are no designated areas for smoking and vaping.

**At the option of the school, following activities may also result in Termination, 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. (Kits and all Textbooks)
3. Gossiping or causing discord in school.
4. Receiving personal services without instructor’s permission.
5. Refusing to perform an assignment, patron or otherwise.
6. Modifying customer services without consulting instructor.
7. Failure to make Satisfactory Progress.
8. Use of foul language on the clinic floor or in classrooms.

9. Improper or dirty uniform or unsatisfactory personal cleanliness (See Dress Code for proper uniform)
10. Shouting, disrupting or talking out of turn in theory class.
10. Not attending theory or State Board class.
11. Not signing out for, or returning late from, break or lunch.
12. Unexcused absences. Criteria for excused: a 2-week prior written notice on file with Administration or provide a doctor's note the following Tuesday.
13. Failure to observe sanitary rules and regulations.
14. Use of foul language on the clinic floor or in classrooms.
15. Entering offices without permission.
16. Failure to clean up work area or perform assigned clean up duties.
17. Failing to clock in or out properly.
18. Showing discourtesy to anyone in school.
19. No alcohol consumption or being under the influence of drugs tolerated in the building.

Other student violations not mentioned here may require action of the school. These guidelines may be revised at any time.

### **8.13 SANITATION AND PERSONAL SERVICES**

Clean the stations including floors after each service.

### **8.14 FOOD BEVERAGES**

No food or drinks other than bottled water are allowed on the salon/clinic. All beverages and food must be placed in the break room or in the student's locker. This policy will be strictly enforced to ensure a clean, food-free salon/clinic.

### **8.15 CELL PHONES**

Cell phones are not allowed in the classroom at all; except under the direction of the instructor for special assignments or research purposes. Cell phone usage during break time is allowed only in the break room or outside. Cell phone use is not allowed on the salon floor at all. Any violation of this policy will result in an immediate suspension, disciplinary action and/or warning.

### **8.16 STUDENT SERVICES**

All student services will be performed on an incentive basis only and a voucher will be rewarded. To receive student services during program hours, student must meet all the following requirements:

1. Grades are 80% and above (No failing tests)
2. Attendance is 80% and above
3. Five (5) Pre-booked customers - From the previous MONTH
4. Five (5) Of the Same Service - From the previous MONTH
5. Five (5) Product retail sales - From the previous MONTH

Student will be responsible for keeping track of the requirements to receive personal services. Educators will confirm the requirements.

All students are responsible for paying for their chemical services and will be charged the student service price, with a 40% discount. Haircuts and shampoo/blow dry services are at no charge to the student. Retail products are discounted at 20% off, only for the student not to friends and family members.

Instructors on occasion may have a "model call", and may utilize students from other programs, in this case "model" will receive free service; all models must be approved by both program instructors "no exceptions".

Student service appointments must be made one week in advance, no exceptions.

Student service appointments can be scheduled Wednesday through Friday. No appointments can be made on Saturdays.

Student services must be signed off by an instructor before starting the service. Students will not receive extra hours for their services and must clock out at the scheduled clock out times of 4:30PM for day school and 10:00PM for night school.

Student's caught working on each other without prior approval will automatically be sent home and receive a write up.

### **8.17 EQUIPMENT USE**

Students must exercise reasonable care when using equipment supplied by the school. Students may be held financially liable for damage to school equipment that is due to misuse or neglect. This policy may result in an immediate suspension.

### **8.18 LOCKER POLICY**

Lockers are available to our students to facilitate storage of learning materials and items related to education only. Lockers will be issued to all students during Core. Assigned lockers may not be traded, changed or shared unless approved by the school's administration. Locker assignments are valid from the beginning of enrollment until the day of completion of the course. At the end of completion all locker contents must be removed, if not vacated in time they will be emptied and the contents will be stored for 60 days, at which time they will become the property of Fremont Beauty College.

Fremont Beauty College is not responsible for the locker's contents for the loss, damage, theft or vandalism. Students are advised keep their lockers locked at the time. Unauthorized and illegal contents in the lockers are not allowed at any time. Management has the authority to inspect the lockers at any time and may be forcefully opened with the help of law enforcement if any illegal activity is suspected.

### **8.19 NAME-TAGS**

Both students and educators are assigned nametags containing either their first name or a name they would like to be referenced by while in school. These nametags serve to identify not only the student, but the stylist as well. Nametags are to be worn all the time. There is a \$10.00 fee for lost or changed nametags.

### **8.20 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

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

1. The right to inspect and review the student's education records within 45 days after the day the Fremont Beauty College receives a request for access. A student should submit to the School Administrator, School Director, Program Director or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangement 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 are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Fremont Beauty College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Fremont Beauty College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Fremont Beauty College.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.

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

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

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-

- To other school officials, including teachers, within the Fremont Beauty College 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)(l)(i)(B)(J)- (a)(l)(i)(B)(2) are met. (§99.31(a)(l))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)(l))
- 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))

### **8.21 SEXUAL HARRASSMENT POLICY**

Fremont Beauty College is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with Fremont Beauty College may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at this campus. Students and staff are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

### **8.22 DRUG AND ALCOHOL POLICY**

Fremont Beauty College complies with federal, state and local laws that regulate or prohibit the possession, use or distribution of illicit drugs. Fremont Beauty College's policy applies to all Fremont Beauty College's full-time, part-time, and temporary faculty, staff, and students. Health risks associated with the use of illicit drugs and the abuse of alcohol include: impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death. All Fremont Beauty College students, faculty, and staff are prohibited from unlawfully possessing, using, distributing or dispensing and manufacturing any controlled substance on the Fremont Beauty College's premises while school is in session. All faculty, staff, and students must comply with applicable laws and regulations pertaining to possession, use, manufacture, distribution, or dispensation of any controlled substance, whether or not such laws are mentioned in this document. All are expected to report to work and school free of alcohol or the influence of any illicit drug.

### **8.23 VACCINATION POLICY**

Fremont Beauty College does not have a vaccination requirement but encourages each student to take responsibility for his or her own health and wellness. Information for free or reduced price clinics offering vaccinations can be found at, [www.sccgov.org/sites/sccphd/en-us/Pages/default.aspx](http://www.sccgov.org/sites/sccphd/en-us/Pages/default.aspx)

### **8.24 STUDENTS WITH DISABILITIES**

Fremont Beauty College does not apply any rule concerning a student's actual or potential parental, family, or marital status or treatment of students differently on the basis of sex.



Fremont Beauty College does not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery there from, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient. Fremont Beauty College does require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician. Fremont Beauty College does not operate any portion of either program separately for such students.

Fremont Beauty College does treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery there from in the same manner and under the same policies as any other temporary disability with respect to any medical or hospital benefit, service, plan or policy which such recipient administers, operates, offers, or participates in with respect to students admitted to the recipient's educational program or activity.

**8.25 SERVICE AND FACILITIES AVAILABLE TO DISABLED STUDENTS**

No qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction. Fremont Beauty College has provided exceptional accommodations for handicapped students. Additionally, the school will exert its best effort to provide reasonable special requirements for the handicapped person by nature of their handicap. If you would like to request academic adjustment or auxiliary aids, please contact the Admissions and School Administrator. You may request academic adjustments or auxiliary aids at any time. The Admissions and School Administrator is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3 (j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify the Admissions and School Administrator in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.
- 2) The Admissions and School Administrator will respond within two weeks of receiving the request.

**Cost of attending the school**

Programs	Tuition and Fees	Books and Kit	Room and Board	Transportation Cost	Misc Cost
Cosmetology	\$12,794.25	\$2,100.00	N/A	N/A	N/A
Esthetics	\$6,711.00	\$1,200.00	N/A	N/A	N/A
Manicure	\$4,200.88	\$550.00	N/A	N/A	N/A

## 8.26 CRIME STATISTICS

In accordance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act the school collects crime statistics as the basis for the Annual Security Report that is made available to students, employees, applicants, for enrollment or employment. Campus is defined as any building or property owned or controlled by the school within the same contiguous area used by the school in direct support of or related to its educational purpose. The following criminal offenses, published October 1, 2005, include any crime statistics that occurred on campus during the previous three year period.

Date updated as of 11/1/18

Crimes Reported	2015	2016	2017	Location = C = Campus N = Non-Campus P = Public Area	*Hate Crime
Murder (Includes non-negligent manslaughter)	0	0	0		
Negligent manslaughter	0	0	0		
Sex offenses (forcible)	0	0	0		
Sex offenses (non-forcible)	0	0	0		
Robbery	0	0	0		
Aggravated Assaults	0	0	0		
Burglaries	0	0	0		
Motor Vehicle Thefts (on campus)	0	0	0		
Arson	0	0	0		
Any other crime involving bodily injury	0	0	0		

Number of arrests made for the following crimes	2015	2016	2017	Referred for campus disciplinary action (?) (yes) (no)
Liquor Laws				
Drug Laws				
Illegal Weapons Possession				

### \* Hate Offenses:

The above crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Fremont Beauty College encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration. In the event a sex offense should occur on campus, the victim should take the following steps:

1. Report the offense to the school administration.
2. Preserve any evidence as may be necessary to the proof of the criminal offense.
3. Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
4. Request a change in the academic situation if necessary.

## **8.27 SECURITY CAMERAS**

There are security cameras located on the exterior and interior of Fremont Beauty College facility for the safety of our students, staff and guests.

## **8.28 CAMPUS SEARCHES**

To protect the safety and well-being of our students, campus searches may occur at any time and without notice. Searches may include student issued lockers, book bags or personal belongings in the case of suspected theft or wrongdoing. The use of a drug detection dog may also be used for searches. Those suspected of criminal activity will be referred to authorities.

## **8.29 INFORMATION FOR CRIME VICTIM ABOUT DISCIPLINARY HEARINGS**

Institution must, upon written request disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009 (HEOA amendment).

## **8.30 DRUG, ALCOHOL ABUSE AND SUICIDE INFORMATION**

Last updated as of 11/1/2018

Following you will find the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 Public Law 101-226 and what Fremont Beauty College requires of Staff and Students.

Staff and Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity, Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from school or employment.

Additionally, there are numerous local, state and federal laws, which can be used to punish violators. Penalties can range from suspension revocation and/or denial of a driver's license, to 20-50 years imprisonment at hard labor without benefit of parole. Property may also be seized. Community service may also be mandated.

Students could lose eligibility for financial aid, could be denied other federal benefits, such as social security, retirement, welfare, health care benefits, disability and veteran's benefits. Public housing residents could also be evicted. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career.

Drugs can be highly addictive and injurious to the body as well as one's self. People tend to lose their senses of responsibility and co-ordination.

There are drug or alcohol counseling, treatment and rehabilitation facilities in our area where advice and treatment are available. The telephone numbers of these facilities may be found in your local telephone book or yellow pages under Drug Abuse and Addiction – Information and Treatment. If other help is required for

rape counseling, or domestic violence contact- Rape Crisis and Referral Center- 408 287-3000. Domestic Violence Counseling 510-794-6055

There are national organizations that can be contacted for help. The Alcoholism and Drug Abuse Hotline is open 24 hours daily, 1-800-252-6465. The Cocaine Hotline, on 1-800-COCAINE is also open 24 hours. The National Institute on Drug Abuse Hotline is available 8:00 AM to 2:00 AM, Monday through Friday and 11:00 AM to 2:00 AM on weekends, 1-800-662-4357. Call 1-800-SUICIDE (1-800-784-2433) to talk through your thoughts and to be referred to local help in your area.

**(Exhibit A)**  
**ADMINISTRATION**

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**CORPORATION OWNERSHIP: SKIN ADORE, LLC**

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**MOHAN SHARMA, OWNER / PRESIDENT AND CEO**

Oversees all department heads; confers with program directors on program development; serves as the CEO (Chief Executive Officer).

**SUNITA SHARMA, OWNER / SENIOR VICE PRESIDENT**

Oversees all department heads; confers with program directors on program development; serves as the COO (Chief Operations Officer).

**SUNIL SHARMA, SCHOOL DIRECTOR**

Responsible for leadership in all the operational, educational, compliance, and administrative areas; advising and observing the classroom and salon, maintaining student records, and ensuring all issues pertaining to student enrollment, attendance, education and progress towards graduation, licensure and placement are addressed. Ensuring students have the best possible educational experience.

**SID SHARMA, SCHOOL ADMINISTRATOR**

Oversees all school operations; inventory control, financial collection, guest services, admissions, student services, student satisfactory academic progress, attendance and graduation requirements are maintained.

**JEN BUCAO, ADMISSIONS REPRESENTATIVE**

Oversees the enrollment process; schedules tours, standardizes enrollment operations, explains all California Disclosures, and meets students to sign enrollment contracts.

**LAVERNE CHAPMAN, CHIEF ACADEMIC OFFICER**

Oversees the academic process; confers with program directors on program development; reports to President/CEO to collaborate on program and school direction.

**GERMAINE BANAAG, GUEST SERVICES**

Greets customers, answering phones, checking in and out clients, confirm salon appointments, process transactions, update client records, inventory count.

**TINA PORTER, SCHOOL MANAGER**

Supports the Educational process through curriculum maintenance and development, monitoring of Instructor outcomes, student complaints, survey results, instructor observations, and inventory control.

**(EXHIBIT B)**  
**FACULTY QUALIFICATIONS**

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Our faculty is a skilled team of experienced managers and instructors with the knowledge of contemporary and classic techniques. Our support staff is ready to help students throughout their entire educational experience. Team teaching is encouraged. New teachers may be paired with veteran teachers. Innovations are encouraged, different personalities, voices, values, and approaches spark interest, keep attention, and prevent boredom.

**Janice La Verne Chapman, Chief Academic Officer/Sr. Instructor**

**Qualifications:** Cosmetologist and licensed since 1970, Ms. Chapman owned, managed and worked in several salons. She has been a Cosmetology/Esthetics instructor since 1978. She holds a certification of authorization for service as an instructor, and also holds California vocational teaching credentials. Her role of the Instructional Faculty encompasses teaching and learning, academic advising, professional development and institutional and community service. 50 Years of service with satisfied students and clients is a feather in her cap!

**Arielle Lydia Cazares, Lead Cosmetology Instructor**

**Qualifications:** Cosmetologist since 2016, Ms. Cazares worked in salon as independent contractor. She has educated students under the supervision of Ms. Chapman/CAO, got training by Redken Certified Artists, and now provides the expertise and knowledge that supports the college curriculum and the programs. She instructs students using a variety of effective Redken methodologies. She engages and supports activities, which encourages student learning and professional development. She is focused and driven to see the students succeed.

**Dominique N Jacobs, Cosmetology Instructor**

**Qualifications:** Licensed cosmetologist for over 24 years, Ms. Jacobs is great hairstylist, excellent instructor and has great communication skills. Her leadership skills, enthusiasm and knowledge help our students succeed. Her knowledgeable and experience in customer-focused service motivates students in the classroom and on the clinic floor.

**Adeline Rodriguez, Cosmetology Instructor**

**Qualifications:** Licensed cosmetologist since 2017 as a hairstylist and instructor, Ms. Rodriguez is an excellent instructor who runs and maintains all aspects of the cosmetology clinic floor, color lab, classroom instructions and client services. She has strong work ethics and dedicated to student success.

### **Aakriti Goyal, Esthetics Instructor**

**Qualifications:** Licensed Esthetician since 2015, Ms. Goyal has strong understanding of educational methodologies in training and hands-on applications. Experienced in curriculum development, she brings her advanced skills to guide students and assist them as they transition into their new careers. She is an individual with the high standards, a passion for the profession and a strong desire to see her students succeed.

### **Arquia Nicole Evans, Esthetics Instructor**

**Qualifications:** Licensed Esthetician since 2016, Ms. Evans has run spa with professional skincare techniques. With strong communications skills, strategic thinking, organizational skills and customer focused, she directs students in clinic and facilitates classes. Ms. Evans is fun loving person with a high level of integrity, and loves seeing her students succeed in the field of skincare.

### **Sunita Sharma, Owner/Esthetics Instructor**

**Qualifications:** Licensed Esthetician since 1999, Ms. Sharma ran her beauty salon business successfully for almost 20 years. Graduate of Fremont Beauty College and now owner of Fremont Beauty College, she pays extra attention to details, supervises instructors and the staff, and imparts high-quality education and skills through her beauty industry experience. She brings a whole new vibrancy to the school by her commitment to give the best education, empower students, help graduate, prepare for licensing, and guiding them to be successful in their careers. She loves her profession and enjoys supporting students in the careers that are rewarding and satisfying.

### **Tina Marie Porter, School Manager/Manicuring Instructor**

**Qualifications:** Licensed Manicurist since 2009, Ms. Porter began her career in managing multiple Beauty Retail Stores. She now educates students with proper preparation and application of nail enhancements. She trains students above and beyond the basic knowledge not found in the average school setting. She believes that client's needs are of the utmost importance. She is inspiring and encourages professionalism by training students to be their best. She believes that it is not only important for our students to pass the state board exam, but entering the industry with the knowledge and passion to thrive and succeed by keeping client protection and infection control at the forefront of all services.

# Exhibit C

## \*PROGRAM CALENDAR

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<b>COSMETOLOGY</b>	<b>ESTHETICS</b>	<b>MANICURE</b>
<b>Full-Time / Part-Time</b>	<b>Full-Time / Part-Time</b>	<b>Full-Time / Part-Time</b>
June 4, 2019	June 4, 2019	June 4, 2019
July 9, 2019	July 9, 2019	July 9, 2019
August 6, 2019	August 6, 2019	August 6, 2019
September 3, 2019	September 3, 2019	September 3, 2019
October 1, 2019	October 1, 2019	October 1, 2019
November 5, 2019	November 5, 2019	November 5, 2019
December 3, 2019	December 3, 2019	December 3, 2019
January 7, 2020	January 7, 2020	January 7, 2020
February 4, 2020	February 4, 2020	February 4, 2020
March 3, 2020	March 3, 2020	March 3, 2020
April 7, 2020	April 7, 2020	April 7, 2020
May 5, 2020	May 5, 2020	May 5, 2020
June 2, 2020	June 2, 2020	June 2, 2020
July 7, 2020	July 7, 2020	July 7, 2020
August 4, 2020	August 4, 2020	August 4, 2020
September 1, 2020	September 1, 2020	September 1, 2020
October 6, 2020	October 6, 2020	October 6, 2020
November 3, 2020	November 3, 2020	November 3, 2020
December 1, 2020	December 1, 2020	December 1, 2020

\*Dates and schedule are subject to change due to weather, disaster, pandemic, number of enrollments or any uncontrollable circumstances.