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| **ROSSTON SCHOOL OF HAIR DESIGN** |
| ***SCHOOL CATALOG*** |
| **January 1, 2019– December 31, 2019** |
| 1442 W. Holt Blvd.  Ontario, CA 91762  Phone: (909) 395-0464 Fax: (909) 395-0461  Email: info@rosstonbarbercollege.com  Web Site: [www.rosstonbarbercollege.com](http://www.rosstonbarbercollege.com)  Latest Publication : June 6, 2019 |

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| WELCOME MESSAGE Dear Student,  Welcome to ROSSTON SCHOOL OF HAIR DESIGN!  Thank you for selecting our school for your Barber training. You are taking the first important step toward a bright future in an exciting, ever-changing industry.  At ROSSTON SCHOOL OF HAIR DESIGN, we offer not only the basic training needed to pass the State Board of Barbering and Cosmetology barber examination, but also emphasize how to be successful in the marketplace. You will be introduced to shop management, business concepts, and the psychology of personal success to help launch your new career.  It is a pleasure to have you join us at ROSSTON SCHOOL OF HAIR DESIGN. Achieving the professional goals and lifestyle you desire will undoubtedly mean hard work and much practice on your part—but the rewards of this dedication are potentially great. Your training at ROSSTON SCHOOL OF HAIR DESIGN will open a world of opportunities in the Barber industry.  Sincerely,  ***Padmaja Reddy Munagala***  Padmaja Reddy Munagala, President/Chief Executive Officer  ***Bhaskara Reddy V. Munagala***  Bhaskara Reddy V. Munagala, Chief Operating Officer |  |
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| MISSION The mission of ROSSTON SCHOOL OF HAIR DESIGN is to provide training in the skills and techniques of barbering in preparation for licensure and success as an entry-level barber OBJECTIVES Upon completion of a program offered at ROSSTON SCHOOL OF HAIR DESIGN, graduates will be prepared to:   * Pass the California Board of Barbering and Cosmetology barber examination. * Function effectively in an entry-level position as a barber. * Apply haircutting and styling skills and creative techniques. * Provide shampooing and scalp treatments, shaving, facials, hair coloring, waving, relaxing, and other services to clientele. * Observe rules of sanitation and hygiene in all situations. * Practice the ethics and business skills of a successful professional in the specialty area of barbering.  HISTORY OF ROSSTON SCHOOL OF HAIR DESIGN The school was founded in the early 1950s by Sherman Trusty as the American Barber College, which was acquired by Rosston Enterprises in 1973, becoming the Rosston School of Hair Design. In 1989, Olivas, Inc. purchased the school. In 2010, the school was acquired by the Padma Corporation. STATE OF CALIFORNIA CONSUMER INFORMATION ROSSTON SCHOOL OF HAIR DESIGNis a private institution approved to operate by the California Bureau for Private Postsecondary Education.  Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.  As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.  Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.  ROSSTON SCHOOL OF HAIR DESIGNhas never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).  ROSSTON SCHOOL OF HAIR DESIGNdoes not participate in federal or state financial aid programs.  If you, the student, obtains a loan to pay for your educational program, you will have the responsibility to repay that loan no matter the source of the loan. You will be expected to repay the entire loan, plus any interest, less the amounts of any refunds made directly back to the lender.  ROSSTON SCHOOL OF HAIR DESIGNis not accredited by an agency recognized by the United States Department of Education (USDE), and our students are not eligible for federal financial aid programs. APPROVALS The following agencies set minimum standards for the programs of study offered at ROSSTON SCHOOL OF HAIR DESIGN:  • Bureau for Private Postsecondary Education  • California Board of Barbering and Cosmetology  • Department of Rehabilitation GENERAL INFORMATIONFACILITY AND EQUIPMENT All programs are taught at 1442 W Holt Blvd. Ontario, CA 91762.  **ROSSTON SCHOOL OF HAIR DESIGN is located in a modern, air-conditioned, and well-lighted facility. The facility is spacious (2000 square feet) accommodating 50 students at any one time,** and is fully accessible to students with physical disabilities. Equipment used in the programs includes mannequins, time clock, shampoo bowls, dryers, service stations, and supplies. **The clinical floor** is **furnished with barber chairs, tool cabinets, sinks, and mirrors, and other salon equipment. The classroom features a demonstration area and is equipped with charts, diagrams, and audio-visual aids.** CLASS SIZE Classes are limited to a maximum of 25 students per instructor. CLASS SCHEDULES Full-Time and Part-Time Available   * A part-time student is required to attend a minimum of 20 hours a week. A full-time student is anyone who attends over 25 up to 40 hours a week   Classes are offered Monday through Friday 9:00AM to 5:30PM. Closed on major holidays. The School is closed during the lunch break, with no instruction provided during this time.  **CLASS START DATES**  We have two scheduled start date on every first and third Monday of the month. The institution shall make exceptions to start dates depending on the class size. CALENDAR/HOLIDAYS ROSSTON SCHOOL OF HAIR DESIGN is closed on Weekends and on the following holidays:   |  |  | | --- | --- | | **HOLIDAYS** | **DATE** | | Memorial Day | 5/27/2019 | | Independence Day | 07/04/2019 | | Labor Day | 09/02/2019 | | Thanksgiving Break | 11/28/2019 – 11/29/2019 | | Winter Break | 12/24/2019 – 01/01/2019 |   A “special” holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed. If the institution is unexpectedly closed due to unforeseen circumstances, students will be notified by notice posted on front door, phone, text and/or email. Students are to return the following scheduled day, unless otherwise notice.  ***Students earn hours only while the School is open. Hours ARE NOT earned for holidays or missed days.*** ADMISSION POLICY AND PROCEDURE **Administration Business Hours**  Applicants and students may receive information from Administration Monday thru Friday from 10:00 A.M. until 5:00 P.M. ADMISSION POLICY Admission into the Barbering Program the student MUST meet the following criteria:   * Must be at least 17 years old * Provide a copy of high school diploma or equivalent. * If necessary, the student will arrange to complete the Ability-to-Benefit Test (Wonderlic). * Must provide proper valid identification, a government-issued picture ID, such as a California Driver’s license, California I.D., or Passport * Valid Social Security Card or ITIN * Be provided the School Performance Fact Sheet and catalog; and * Required down payment for the program.   **ABILITY TO BENEFIT STUDENTS**  The Wonderlic Ability-to-Benefit (ATB) Test is an all-inclusive solution designed to help identify students who possess the basic skills necessary to succeed in a post-secondary education program, but who lack a high school diploma. If a prospective student does not meet this criteria, the individual can take the Wonderlic test at an additional fee. The student MUST score at a 12th grade level to be eligible for enrollment in the barbering program.  *[Minimum score requirements: Verbal – 303; Quantitative – 294]*   * Wonderlic ATB Fee (non-refundable): $20.00  ADMISSION PROCEDURE 1. Personal interview + Tour  2. The student completes the application.  3. The student provides educational documentation.  4. The student provides required identification such as a valid identification and a Social Security card.  5. If necessary, the student will arrange to complete the Ability-to-Benefit Test (Wonderlic).  6. The student is assigned a date and time to begin his/her instruction and will then meet their instructor.  7. Review the School Performance Fact Sheet and catalog; and  8. The student completes his/her enrollment agreement and tenders payment and/or makes payment arrangements.  9. Student begins courses.  After completing all admission procedures and being accepted to the school, the applicant is assigned a date and time to start training and is introduced to the school staff and faculty.  **STATEMENT OF NON-DISCRIMINATION**  Rosston School of Hair Design does not discriminate on the basis of race, ethnic origin, color, religion, sex, disability, financial status, age, area of origin or residence in its admissions, staffing, instruction, and/or graduation policies  **ENGLISH-AS-A-SECOND LANGUAGE**  The institution does not offer instruction in English-as-a-second language. All courses are taught in English only.   INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES ROSSTON SCHOOL OF HAIR DESIGNdoes not offer visa services to prospective students from other countries or English language services.  Instruction only occurs in English; language proficiency is documented by:   * the admissions interview; and * receipt of prior education documentation as stated in the admission policy from a school located in the United States or have a formal foreign transcript evaluation, as stated below.  FOREIGN TRANSCRIPT EVALUATION All foreign transcripts and degrees must be evaluated and translated to meet U.S. equivalency.  The following is a sample of foreign transcript and degree evaluators. ROSSTON SCHOOL OF HAIR DESIGNdoes not endorse any evaluators.   * Foreign Consultants: http://www.foreignconsultants.com/ * Educational Credential Evaluators: http://www.ece.org/ * Educational Perspectives: http://www.educational-perspectives.org/ * International Consultants of Delaware: http://www.icdel.com/ * International Research Foundation, Inc.: http://www.ierf.org/ * World Education Services: <http://www.wes.org/>  TRANSFER OF CREDIT Applicants with previous hours from another approved, California school who wish to enroll at RSHD must submit a written request during the admission process along with a proof of training and record of withdrawal from the previous California school. At the discretion of RSHD, the number of hours that will be allowed to transfer will be determined prior to enrollment. If an applicant is transferring from another state or from another country, they must first contact California’s Board of Barbering and Cosmetology (BBC) and make an application for approval of his/her hours from the previous school. The documents required for this process can be found on the California BBC website, www.Barbercosmo.ca.gov. The California BBC will then issue a letter indicating the credit it has approved for the hours at the previous school along with any other requirements. RSHD will then make a final decision based on the information in the California BBC’s letter. RSHD will then make a final decision based on the information in the California BBC’s letter. Failure to provide the required documentation of previous training in either circumstance prior to enrollment will result in not being able to apply those hours to your enrollment.  ROSSTON SCHOOL OF HAIR DESIGNdoes not accept hours or credit through challenge examinations, achievement tests, or experiential learning. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION The transferability of credits you earn at ROSSTON SCHOOL OF HAIR DESIGNis at the complete discretion of the institution to which you may seek transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek transfer. If the credits or 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 ROSSTON SCHOOL OF HAIR DESIGN to determine if your credits or certificate will transfer. ARTICULATION AGREEMENTS ROSSTON SCHOOL OF HAIR DESIGNhas not entered into a transfer or articulation agreement with any other college or university. PROGRAM*BARBER COURSE- SOC #39-5011.00* Provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves.  ***Sample of reported job titles:*** Barber, Barber Shop Operator, Barber Stylist, Stylist  **PROGRAM LENGTH**  1500 Hours  75 weeks (Part time, 20 hours of attendance per week)  38 Weeks (Full Time, 40 hours of attendance per week)  **GRADUATION DOCUMENT**  Certificate  **PROGRAM OBJECTIVE**  To prepare the student for an entry-level position in the Barber industry and to acquire the necessary license to practice the art of barbering.  **PROGRAM DESCRIPTION**  The Barbering program consists of 1500 clock hours of technical instruction and practical operations. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination; practical operations mean the actual performance by the student of a complete service on another person or on a mannequin.  **METHODS OF INSTRUCTION**  Instruction techniques include classroom instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin.  **TEXTBOOKS, EQUIPMENT AND SUPPLIES**  Textbooks and a kit will be issued at the beginning of the freshman class. Each student will be issued a complete kit of equipment with a carrying case with a key. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student’s equipment, either lost or stolen  **GRADING SYSTEM**  Students are evaluated on a regular basis on theory, practical, and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the student based on the program hours completed as stated below. This evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a “C” (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized by the school:     |  |  | | --- | --- | | GRADE PERCENTAGE | LETTER GRADE | | 90% - 100% | A | | 80% - 89% | B | | 70% - 79% | C | | 60% - 69% | D | | 59% and Below | F |   **Barbering Performance Objectives:**   * To successfully acquire the knowledge of the laws and rules regulating California Barber establishment practices. * To successfully acquire the knowledge of sanitation and sterilization as related to all phases of hair and skin. * To successfully acquire business management techniques which are common to the Barber profession.   **CURRICULUM**   | **SUBJECT** | **MINIMUM REQUIRED TECHNICAL INSTRUCTION**  **(HOURS)** | **MINIMUM REQUIRED PRACTICAL OPERATIONS** | | --- | --- | --- | | ***Hairstyling:***  The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling. | 65 | 240 | | ***Permanent Waving and Chemical Straightening:***  The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions. | 40 | 105 | | ***Hair Coloring and Bleaching:***  The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers. | 60 | 50 | | ***Hair Cutting:***  The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting. | 20 | 80 | | ***Shaving Preparation and Performance:***  The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages. | 100 | 40 | | ***Laws and Regulations:***  The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations. | 20 |  | | ***Health and Safety Considerations:***  Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B. | 45 |  | | ***Disinfection and Sanitation:***  The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.  Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment. | 20 |  | | ***Anatomy and Physiology:***  The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology. | 15 |  |   **GRADUATION REQUIREMENTS**  When a student has completed 1500 hours in the required theory hours and practical operations as required by the State of California, and completed the program with a GPA (Grade Point Average) of “C” (70%) or better and an attendance average of 67% or better, and passes the final mock board with a 70% or better, he/she receives a diploma certifying his/her graduation from the course of study. Please be advised that completion documents (diploma, transcripts, Proof of Training) will be withheld until all monies owed the school are paid in full or arrangements have been made with the Director. REQUIREMENTS FOR LICENSURE Students who complete the state-required training program including the minimum practical services as established by the California Board of Barbering and Cosmetology, are qualified to take the licensing examination given by the Board. Upon passing the examination, the graduate may obtain a license as a registered barber in the state of California. With this professional license, the new barber may be employed in a barber/styling establishment or a beauty/styling salon, or may own and operate his/her own barber business.  To take the licensing examination, students in the Barbering program are required to:   * Complete a total of 1500 clock hours of instruction in a Barbering program at a board-approved school * Cleared all financial obligations * Be at least 17 years of age * Have completed the 10th grade in a public school or its equivalent * Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code * Show proof training of 1500 of instruction in a Barbering program at a board-approved school   In addition to the Proof of Training document, students must also present picture identification, file an Application for Examination, and remit an examination fee. Students must furnish a model, examination kit fees, and traveling expenses to the Board of Barbering & Cosmetology Examination Centers, located in Glendale, CA and Fairfield, CA.     * Barber exam and license fee: $ 125.00  TUITION AND FEES  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Program** | **Registration and Application Fee**  **Non-Refundable** | **\*Student Tuition Recovery Fund**  **(STRF)**  **Non-Refundable** | **Books**  **If used, non-Refundable** | **Tools and Equipment**  **If used, non-Refundable** | **Tuition** | **\*\*Total Cost** | | Barber Course | $250.00 | 0 | $250.00 | $500.00 | $6,500.00 | $7,500.00 |   \*STRF is determined annually by the State of California. Currently there are no fees.  \*\*Charges for the period of attendance and the entire program.  **Additional Fee, paid by the graduate:** California Board of Barbering and Cosmetology, Barbering examination and initial license fee $ 125.00.  **Additional Fees, if applicable:** Return check fee $15.00  Wonderlic Test fee $20.00  Overtime Hourly Fee $6.00 per hour for extra instructional time  All books, supplies and tools for the program selected will be furnished by the school at the stated charge. A complete list of required books, supplies, and/or equipment is provided to each student. Lost, mutilated, or stolen items will be replaced at the expense of the student. PAYMENT ROSSTON SCHOOL OF HAIR DESIGN offers in-house student financing at a zero-percent interest rate until the maximum time frame is met (which does not exceed 150% of the course length).  **METHODS OF PAYMENT**  Cash, credit card, money order and personal check, (Title IV, loan, not applicable at this time) are acceptable methods of payments. Students are expected to contribute from their own family resources toward the cost of attendance. Payment plans are available from Eminence Barber Academy. It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly payments according to their means. Please be advised that completion documents will be withheld until all monies owed the school has been paid in full or arrangements are made with administration.    **EXTRA INSTRUCTIONAL (OVERTIME) CHARGES**  Students are expected to complete their training (Hours & Operations) within the maximum time allowed as stated on their Enrollment Agreement. If a student exceeds the time frame outlined in their Enrollment Agreement, an extra instructional charge will be added for the remaining hours & operations needed to complete their course. **The current rate per hour is $6.00**   ACADEMIC POLICIESHOURS Academic credit is measured in clock hours. One hour of instructional time is defined as a sixty-minute period. SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) ROSSTON SCHOOL OF HAIR DESIGNexpects its students to maintain Satisfactory Progress as established by this institution, the student must:   * Maintain a cumulative academic average of “C” (70%) or better; * Maintain at least an 67% attendance rate of the scheduled hours; and * Complete the program within the maximum time frame, which is 150% or one and one-half (1 1/2) times the length of the program.   **MAXIMUM TIME FRAME**  The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:   |  |  |  | | --- | --- | --- | | **Program** | **Expected Time Frame**  **100%** | **Maximum Time Frame**  **150%** | | Full- Time  Barber Course | 38 Weeks | 57 Weeks | | Part-Time  Barber Course | 75 weeks | 112.5 weeks |   The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis. All payments for outstanding hours must be paid in advance of training.  **EVALUATION PERIODS**  Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Program** | **25% of Program Length** | **50% of Program Length** | **75% of Program Length** | **100% of Program Length** | | Barber Course | 375 Hours | 750 Hours | 1125 Hours | 1500 Hours |   **DETERMINATION OF PROGRESS STATUS**  Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress and maintained in student academic file. PROBATION AND DISMISSAL If a student fails to maintain an overall average of “C” or 67% attendance a consultation with the school official will be scheduled. At that time, the student will be placed on probation for a four (4) week period. At the end of the probationary period, if the student has not satisfied the specified requirements, the student will be suspended. Dismissal from school may also result from uncooperative behavior. APPEALS Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the school administration. The letter should describe any circumstances the student feels deserve further consideration. A decision relating to the appeal will be made with ten (10) business days and the student notified accordingly. STUDENT RULES AND POLICIES The rules and policies of ROSSTON SCHOOL OF HAIR DESIGN are designed to help the student learn professional habits at the start of his/her professional career. All students must comply with RSHD school rules and policies especially with all laws (federal and state),particularly laws relating to barbering. MAKE-UP HOURS Students may make up missed hours. A student must make-up hours during days/times not scheduled. All make-up time must be arranged and approved by an instructor prior to attending make-up hours.  **Time Clock Credit Policy/Theory hours & Practice Operations/Credit Procedure**  Students at RSHD record their attendance on time/operations by fingerprint in to clock IN at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students receive credit for a task/operation/project completed after each action is verified by an instructor. Students must add up their theory hours and practical operations each day. At the end of each week all earned and validated credit will be carried over to the next week’s timecard.  **ATTENDANCE POLICY**  All hours attended are recorded by using a time clock that each student is responsible for clocking in and out. Attendance must be maintained at an average of 67 percent of the scheduled attendance if the student is expected to complete the course of study within the maximum timeframe stated in the Satisfactory Academic Progress Policy. An absence may be excused by calling-in the same day prior to the beginning of class or providing documentation. Students are required to make-up lessons and exams missed due to absences. If the student is absent for two (2) consecutive weeks/fourteen (14) days (in a row) the school will withdraw him/her. The instructor in charge will review excessive tardies and/or absences with the student to determine possible **action**.    **TARDINESS AND EARLY DEPARTURES**  Tardy unless there are extenuating circumstances acceptable to the instructor, any student late for class by 15 minutes or more will not be permitted to attend school until theory class has been completed. Students who are habitually tardy or leave class early (5 times in one month) will be written up, and if tardiness or early departures continue, he/she may be placed on probation or withdrawn. LEAVE OF ABSENCE POLICY Students may request a Leave of Absence (LOA), not limited to, serious illness, death in the family or other emergency circumstance. A LOA may not exceed 180 days within a 12 month period. A LOA may only be granted once the student has been enrolled for at least 90 days (3 months) unless mitigating circumstances exist. Students must submit a written request outlining the reason for the requested leave, duration of leave including the requested return date and any applicable documentation to support the request. LOA requests for medical purposes require medical documentation. All requests for LOA must be signed and dated by the student and should be submitted to School Official’s. A contract addendum with the revised end date will be signed and dated by the student and school official. Under no circumstances can the school grant more than one (1) LOA within a 12-month period. Students on an LOA will not be assessed additional charges or tuition. Students returning from an authorized LOA will retain all credit for clock hours completed and will be returned to the academic progress status they held prior to the start of the leave of absence. Students who fail to return from an LOA will be considered withdrawn as of the last class day of attendance prior to the start of the leave.  **WITHDRAW AND RE-ENTRY POLICY**  All students who withdraw in good standing will be accepted to re-enter during the next class start at the discretion of school’s official.  **DRESS CODE**  Closed shoes at ALL times. Dark or Black colored clothing with smock.  **STUDENT RULES, REGULATIONS AND DISCIPLINARY ACTION**  Immediate Withdrawal (Termination)   1. Theft 2. Altering Clock In/Out Hours 3. Causing extreme or willful disruption of the school 4. Use of drugs or alcohol in school 5. Physical abuse of another person 6. Unnotified consecutive absences for 14 calendar days   **The Following May Result in a Suspension (One-Day to Two-Weeks)**   1. Leaving school without permission of instructor. 2. Failure to have proper equipment when needed. 3. Use of foul language, ethnic, racial or sexual slurs. 4. Receiving personal services without instructor's permission. 5. Gossiping or causing discord in the school. 6. Smoking outside of designated areas, 7. Refusing to perform an assignment, patron or otherwise. 8. Using products or performing services not on patron ticket. 9. Modifying customer services without consulting instructor. 10. Improper uniform. 11. Dirty uniform or unsatisfactory personal cleanliness. 12. Failure to observe sanitary rules and regulations. 13. Shouting. 14. Use of cell phone inside the school or outside without clocking out. 15. Eating or drinking outside of designated areas. 16. Entering offices or being behind desk without permission. 17. Failure to clean up work area or perform assigned cleanup duties. 18. Leaving class or clinic without permission. 19. Failure to clock in or out properly. 20. Failure to take lunch break at proper time. 21. Showing discourtesy to anyone in school. 22. Unexcused absence/tardiness (must give notice/documentation for day off to be excused)   **OTHER SCHOOL POLICIES**  Other school policies and information will be given to the prospective student during the Enrollment Interview. These policies and information include but are not limited to:   1. School Performance Fact Sheet 2. What to Expect in the Workplace 3. Kit Checklist 4. Course Outline and Class Schedule 5. Drug Abuse Prevention  CANCELLATION, WITHDRAWAL, AND REFUND POLICYSTUDENT’S RIGHT TO CANCEL  1. You have the right to cancel your agreement 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 of tuition if you have completed 60 percent or less of the scheduled hours 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: Rosston School of Hair Design, 1442 W. Holt Blvd. Ontario, CA 91762. 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 the registration or administration fee not to exceed $250.00, and less any deduction for tools, equipment and books not returned unused, within 15 days after the notice of cancellation is received.  WITHDRAWAL FROM THE PROGRAM 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 your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed $250.00, and less any deduction for equipment not returned unused, within 15 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.  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 14 days. * 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 hourly 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 14 consecutive days  If any portion of the tuition was paid from the proceeds of a loan or third party, including any governmental agency, 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. FINANCIAL AID ROSSTON SCHOOL OF HAIR DESIGN is NOT accredited at this time and does not participate in financial aid programs (Title IV). LOAN If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.  **STUDENT TUITION RECOVERY FUND**  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 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.  It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.  To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:   1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau. 2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued. 3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure. 4. The institution has been ordered to pay a refund by the Bureau but has failed to do so. 5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs. 6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution. 7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.   To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.  A student whose loan is revived by a loan holder or debt collector after a period of noncollection 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. STUDENT SERVICESACADEMIC ADVISING Academic advising are advised individually, as often as necessary, to review the student’s progress. A Student may request additional advising sessions at any time. HOUSING ROSSTON SCHOOL OF HAIR DESIGNdoes not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Ontario, CA, rental properties with a five-mile radius start at approximately $700.00 per month. LIBRARY The library contains reference resources and is available for use on campus during school hours, Monday – Friday 8:30 am – 9:00 pm and Saturday 8:30 am – 4:30 pm. Reference resources are not available for check-out and must remain on campus.  Library services available to students also include local libraries with Wi-Fi and other amenities:   * Ovitt Family Community Library, 215 East "C" Street, Ontario, CA 91764-4111, 909-395-2004 * Colony High Branch Library, 3850 East Riverside Drive, Ontario, CA 91761-2603, 909-3952014  PLACEMENT ASSISTANCE   ROSSTON SCHOOL OF HAIR DESIGNdoes not and cannot promise or guarantee employment or level of income or wage rate upon graduation. Placement assistance is provided in the form of postings of possible job openings or referrals to potential employers. The school maintains a job bulletin board that lists current employment opportunities and barber/styling shops for sale; postings are updated weekly. STUDENT RECORDS ROSSTON SCHOOL OF HAIR DESIGN provides for the safety and protection of all student records. Student records are maintained at the administrative site for five years from the last date of attendance. Transcripts are maintained indefinitely.  **DRUG ABUSE PREVENTION PROGRAM**  RSHD strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with RSHD who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency.  Inland Valley Drug & Alcohol Recovery Service Upland Outpatient Center  934 N Mountain Ave, Upland, CA 91786  [(909) 932-1069](https://www.google.com/search?q=drug+abuse+prevention+programs+near+me&npsic=0&rflfq=1&rlha=0&rllag=34064672,-117731860,38583&tbm=lcl&ved=2ahUKEwiG4abfvaXhAhWSKn0KHfi4CD0QtgN6BAgKEAQ&tbs=lrf:!2m4!1e17!4m2!17m1!1e2!2m1!1e2!2m1!1e3!3sIAE,lf:1,lf_ui:2&rldoc=1) STUDENT COMPLAINT/GRIEVANCE PROCEDURE Students seeking to resolve problems or complaints may first contact the school’s administration. Requests for further action may be made to the Chief Operating Officer. Students should fill out the grievance form, listing all grievances, and deliver the form to the school. Contact information:  ROSSTON SCHOOL OF HAIR DESIGN  1442 W. Holt Blvd.  Ontario, CA 91762  Phone: (909) 395-0464 Fax: (909) 395-0461  Email: [info@rossstonbarbercollege.com](mailto:info@rossstonbarbercollege.com)  Web Site: www.rosstonbarbercollege.com  All grievances, regardless of the nature, will be turned over to the Chief Operating Officer and reviewed. The Chief Operating Officer will evaluate the grievance(s) and set up an appointment with the student within 10 days from the receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.  The Chief Operating Officer is the initial contact for any ethics issues or grievances about classes, students, instructors, staff members, or situations. Students who have ethics concerns may contact the school to request direct contact information for the Chief Operating Officer. Any discussion with the Chief Operating Officer is completely confidential.  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 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). MANAGEMENT & STAFF ***Munagala, Padmaja Reddy***  Chief Executive Officer | Chief Operating Officer  ***Estefania Antunez***  Chief Academic Officer  ***Sonia Ceja***  School Administrator FACULTY ***Jesus Correa Gonzales***  Licensed Barber, Cosmetologist, and Instructor  30 years of experience in barbering industry  ***Estefania Antunez***  Licensed Barber and Cosmetologist- Instructor  6 years’ experience in barbering industry CHANGES Information about ROSSTON SCHOOL OF HAIR DESIGNis published in this catalog that contains a description of policies, procedures, and other information about the school. ROSSTON SCHOOL OF HAIR DESIGN reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in ROSSTON SCHOOL OF HAIR DESIGN, the student agrees to abide by the terms stated in the catalog and all school policies. | ` |