



# School Catalog

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**SALON SUCCESS ACADEMY SCHOOL CATALOG**

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## CAMPUS LOCATIONS

Owned by Richard Gross Enterprises, Robert Gross  
For School Information Call 877 987-4247  
Email: [corp@salonsuccessacademy.com](mailto:corp@salonsuccessacademy.com)  
Website: [www.SALONSUCCESSACADEMY.com](http://www.SALONSUCCESSACADEMY.com)

### Salon Success Academy

1385 E Foothill Blvd  
Upland, CA 91786  
(Main Campus)  
Salon Appointment Call 909.982.4662  
Admissions Call 877.987.4247

### Salon Success Academy

112 Plaza Drive, Suite 166  
West Covina, CA 91790  
(Branch Campus of Upland)  
Salon Appointment Call 909.457.2812  
Admissions Call 877.987.4247

## Owned by R & M Beauty College Inc. Robert Gross

### Salon Success Academy

2097 Compton Ave Ste 201  
Corona, CA 92881  
(Main Campus)  
Salon Appointment  
Call 951 736-9725  
Admissions Call 951.736.9768

### Salon Success Academy

1915 West Redlands Blvd  
Suite 111  
Redlands, CA 92373  
(Branch Campus of Corona)  
Salon Appointment  
Call 909 307-0312  
Admissions Call 909.307.6908

### Salon Success Academy

16803 Arrow Blvd.  
Fontana, CA 92335  
(Branch Campus of Corona)  
Salon or Admissions  
Appointments  
Call 909.822.114

### Salon Success Academy

6780 Indiana Avenue Ste 200  
Riverside, CA 92506  
(Main Campus)  
Salon Appointment Call 951-462-1028  
Admissions Call 877-987-4247

### Corporate Office

1385 E Foothill Blvd.  
Upland, CA 91786  
(909) 982-4200  
Fax 909.257.7988

## INTRODUCTION & HISTORY

Salon Success Academy is a family owned and operated beauty school with a long history in the Inland Empire of California. The school was originally founded by award winning stylist and salon owner, Richard Gross, as Richard's Beauty School in 1960. Richard's son, Robert Gross, later became the owner and president in 1990. Six years later, the company began operating under the name Salon Success Academy. Since then, the beauty school has expanded to six locations. The company's headquarters is located in Upland, California. Robert's strong commitment to education, and to the local community, has helped turn Salon Success Academy into the "People Helping Company" that it is today.

## INSTITUTIONAL PHILOSOPHY

Salon Success Academy is committed to the vocational needs of their students and the community. Courses are designed for the student who is seeking an education that is relevant to the practical needs and technical environment of modern industry. Our primary objective is to produce technically skilled, job ready graduates who will be valuable to their employers, the community and themselves. Graduates of our programs will be prepared to take and pass the State Board Exams for the program selected. Once licensed, our graduates are qualified to work in the professional beauty salon industry. Through the skill and dedication of a well-qualified faculty, quality curriculum, hands-on training program and high performance demands of students, our graduates are a credit to their school, their employer and themselves.

## MISSION STATEMENT

Our mission is to equip our students with the tools necessary to succeed in the beauty industry by providing exceptional technical education in the classroom and servicing our local communities. The training our students receive will enable them to successfully attain employment in the beauty industry and related fields.

## APPROVAL DISCLOSURE STATEMENT

Salon Success Academy is a private institution and has been granted institutional approval from the Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94311. The Bureau's approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the bureau. Institutional approval must be re-approved every three years and is subject to continuing review.

The courses below are approved for all locations unless indicated otherwise:

Cosmetology	1600 Clock Hours
Barbering	1500 Clock Hours
Esthetician (Not offered in Riverside)	680 Clock Hours
Manicuring / Nail Care	400 Clock Hours

All courses, course materials and enrollment materials for all locations are offered in English. English fluency is demonstrated through the successful completion of all Admission requirements including prior academic success in the student's secondary education and in the Admissions interview. 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

P.O. Box 980818 West Sacramento, CA 95798

By E-mail to: [bppve@dca.ca.gov](mailto:bppve@dca.ca.gov) Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Phone: 916-431-6959 Toll Free: (888) 370-7589 Fax (916) 263-1897

Persons wishing to resolve problems should first contact the Instructor in charge. Requests for further action may be made to the school personnel, or our Home Office at (909) 982-4200. Please follow the grievance policy as outlined in this catalog. The page number can be found in the table of contents. 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. A copy of this Catalog can be found on our website at [www.Salonsuccessacademy.com](http://www.Salonsuccessacademy.com). Our Catalog is updated as needed throughout the year.

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

Salon Success Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not 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.).

**ARTICULATION AGREEMENTS**

Salon Success Academy – Upland Campus located at 1385 East Foothill Boulevard, Upland, CA 91786 has the following articulation agreements with Salon Success Academy locations at:

- 112 Plaza Drive, Suite 166, West Covina, CA 91790
- 2097 Compton Ave, Suite 201, Corona, CA 92881
- 16803 Arrow Blvd. Fontana, CA 92335
- 1915 W Redlands Blvd, Suite 111, Redlands, CA 92373
- 6780 Indiana Ave, Suite 200, Riverside CA 92506
  - To provide Orientation to students from all programs.
  - To provide MUD Beauty Essentials training to students.
  - To provide Lab hours to students from all programs.

Salon Success Academy – Riverside Campus located at 6780 Indiana Ave, Suite 200, Riverside CA 92506 has the following articulation agreements with Salon Success Academy locations at:

- 112 Plaza Drive, Suite 166, West Covina, CA 91790
- 2097 Compton Ave, Suite 201, Corona, CA 92881
- 16803 Arrow Blvd. Fontana, CA 92335
- 1915 W Redlands Blvd, Suite 111, Redlands, CA 92373
- 1385 E Foothill Blvd, Upland, CA 91786
  - To provide MUD Beauty Essentials training to students.

**OWNERSHIP AND MANAGEMENT**

Robert Gross	President & Owner
Jeff Gross	Vice President of Operations
Megan Gross	Vice President of Administration
Kyle Rumbel	Vice President of Finance & Personnel
Christina Belcher	Vice President of Compliance & Student Services
Angie Martinez	Financial Aid Director
Curtis Speller	Admissions Director
Robin Ramirez	Education Director
Yvette Martinez	Administrative Assistant
Jade Klawon	Administrative Assistant / Call Center
Patricia Trevino	Administrative Assistant / Placement Services

**EDUCATION TEAM**

The education team is made up of educators and Directors whose main responsibilities are:

- To write, oversee, and manage the curriculum for all programs
- Seek out and develop innovative curricula and teaching methodologies to keep our programs state of the art

- Monitor the educators in their campuses to identify and assist those in need to further develop their teaching knowledge and/or skill level.
- Work with the Campus Directors and executive management staff in all areas related to instruction, curriculum, client services and compliance.

### EDUCATION TEAM MEMBERS

NAME	CAMPUS
Robin Ramirez – Director of Education	Upland
Brandy Edwards – Team Leader	Corona
Linda Rios	West Covina

### FACILITIES AND EQUIPMENT

**Upland (Main) Campus** - 15,780 square feet consisting of a salon floor with 26 stations, 6 shampoo bowls, 3 pedicure spas, 12 dryers, a manicure area, 2 clinic skin care service rooms, and a dispensary. There are 3 large classrooms for Cosmetology and Barbering that each have 2 shampoo bowls and a mannequin dryer, several student stations and a large smart TV. The Esthetician classroom has 7 facial beds and steamers. The last of the classrooms is an audio/visual (library) room which has 6 computers and a large screen smart TV for instructor and student use.

**West Covina (Additional Location) Campus** - 5,763 square feet consisting of a salon floor with 36 stations, 5 shampoo bowls, 2 pedicure spas, 6 dryers, a clinic skin care service room, and a dispensary. There are 3 classrooms for Cosmetology and Barbering that have 2 shampoo bowls and a mannequin dryer, several student stations and a large smart TV. The Esthetician classroom has 5 facial beds and steamers.

**Corona (main)** – 11,000 square feet on the second floor of the complex consisting of a clinic floor, an Esthetician treatment room, three (3) administrative offices, three (3) large classrooms, a student break room, men’s and women’s restrooms, and a teacher’s break room. The computer system is backed up daily at an offsite location.

**Fontana (Additional Location)** – 3,141 square feet consisting of a clinic floor, administrative office, a classroom that can be split with a divider to create two rooms, a student break room, men’s and women’s restrooms and a teacher’s break room. The computer system is backed up daily at an offsite location.

**Redlands (Additional Location)** – 6,912 square feet consisting of a clinic floor, two(2) administrative offices, three (3) large classrooms, a student break room, men’s and women’s restrooms and a teacher’s break room. The computer system is backed up daily at an offsite location.

**Riverside (Main)** - 6,690 square feet on the second floor of the complex consisting of facility has 3 classrooms where instruction will take place, a student break room, a clinic classroom salon floor with 25 stations and 2 pedicure spas, a dryer area with 6 dryers, a shampoo area with 5 shampoo bowls, a dispensary, a study/computer room, an office, and men’s and women’s restrooms. The computer system is backed up daily at an offsite location.

Each campus has a Campus Director who oversees the daily operations of the school and is responsible for enforcing the company’s policies and regulations. If a situation occurs that the staff at our campus is unsure how to deal with, they must call our Home Office.



## **ADMISSION REQUIREMENTS FOR COSMETOLOGY, BARBERING, ESTHETICIAN & MANICURING/NAIL CARE**

Salon Success Academy accepts as regular students the following:

- An individual who is a graduate of an accredited high school OR
- An individual who is a graduate of an approved home school curriculum OR
- An individual who has successfully completed the GED OR
- An individual who has successfully completed a state-authorized exam such as TASC, HISET
- An individual who is beyond the age of compulsory school attendance in California. (Current state law in California states that students must attend school until they are 18 years of age).

Students will be required to furnish a copy of their social security card or tax identification number (TIN) to be admitted into any program that requires a state licensing exam if:

- The student is not a citizen of the United States or does not have permanent residency status
- The student does not apply for or receive Title IV Federal Student Aid

Please note that students must be at least 17 years of age to be admitted to state board. Therefore students will not be admitted to any program that requires a state licensing exam until it is determined they will be at least 17 by the time they graduate from the program.

Students must present an acceptable form of ID for the purpose of confirmation of age to be admitted into the program. The following is a list of the forms of identification which will be accepted:

1. State issued Driver License (any state)
2. State ID issued by the state department of motor vehicles (any state)
3. US Military ID
4. Passport or Passport Card– United States
5. Permanent Resident Card
6. US Immigration and Naturalization issued ID
7. Official Birth Certificate (U.S. only) (Hospital Certificate is not acceptable)

Per Title IV requirements, students applying for federal financial aid may be required to furnish additional sources of ID for purposes of verifying citizenship.

**\*\*Admittance to the California State Board requires a Valid State issued picture ID. Students will be responsible for making sure they have a valid picture ID in order to take the state board exam upon graduation.**

Prospective students will be interviewed by a representative of our Admissions Department. The interview will explain the School's philosophy, course content and discuss career opportunities. Our Admissions interview process will be used to help determine the acceptability of potential students through the direction of our admissions process. Salon Success Academy does not recruit students already attending or admitted to another school offering a similar course of study.

### **Prospective students without a high school diploma or recognized equivalent (Ability-To-Benefit Policy)**

Salon Success Academy does not accept Ability-To-Benefit students.

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

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

Student records for graduates and are maintained for an indefinite period of time while records for students who withdraw (or terminate) are maintained for six (6) years at the location where the student was last trained. The student files including as minimum the following list of documents.

- (1) Certificate granted and the date on which that certificate was granted.
- (2) The courses and units on which the certificate was based.
- (3) The grades earned by the student in each of those courses.

Student Files are retained at:

Salon Success Academy Corporate Office

1385 E. Foothill Blvd.

Upland, CA 91786

PH (909) 982-4200 Fax (909) 982-7318

Email: [corp@gotobeautyschool.com](mailto:corp@gotobeautyschool.com)

Website: [www.Salonsuccessacademy.com](http://www.Salonsuccessacademy.com)

### CREDIT FOR PREVIOUS TRAINING

#### **Students with prior hours from Salon Success Academy:**

Any former enrolled Salon Success Academy student, wishing to re-enroll in the same course they had withdrawn from, must complete the Request for Re-enrollment which may be approved or denied depending on the student's previous school record. Students who withdraw from school will return to school, if accepted, in the same status as when they withdrew. There is no guarantee that any student who is terminated from the program will be re-admitted to any Salon Success Academy campus. Former students must have paid all prior account balances or have made acceptable payment arrangements through the financial planning office prior to approval to re-enroll.

**Students with prior hours from another school:** Students with prior hours from another school must bring their original proof of training document to be considered for credit upon enrollment. Credit will be determined based on length of time since hours were completed, and program of enrollment. There may be a maximum amount of hours given regardless of the time since completion. Refer to charts A – C below.

**Students transferring from Esthetician to Cosmetology or Manicuring/Nail Care to Cosmetology** must first take the given percentage from their prior hours, then using chart A they will take another percentage of the hours based on how long they have been out of school. See Example 4.

#### **How to use Charts A, B & C to determine possible transfer or re-enrollment hours.**

SSA stands for Salon Success Academy within the chart.

**Chart A** will determine how many of your prior hours will be considered depending on how long ago the hours were completed. The first column in chart A represents the amount of time between your withdrawal date and the date you enroll or re-enroll. The second column provides the percentage of the prior hours you will receive.

**Chart B** gives you the maximum number of hours that will be granted and any requirements or conditions to earn the maximum number of hours listed.

Along the left side of Chart B select the program your prior hours are in. Across the top select which program you are either re-enrolling in or transferring to. Then select the column sub heading that corresponds with where your prior hours are from; either Salon Success Academy or any other school. Move down the column to the corresponding row of your prior program hours to locate the maximum number of hours you will be granted.

**Chart C** is for students who hold a valid California license in Cosmetology, Barbering, Esthetician or Manicuring and want to use transfer hours for that license towards another course.

**Example 1:** A former Salon Success Academy student has 1400 prior hours in Cosmetology. Her withdrawal date was 15 months ago. In chart A she would select the row that reads "13-24 months - Up to 75%". She will multiply 1400 hours times 75% which is 1050 hours. On Chart B she would select the row that says "Students with Prior Hours in Cosmetology" and the column that says "To Cosmetology Course" with the sub heading "Student with Prior Salon

Success Academy Hours" Where that row meets with that column it reads "1200 Max Hours (see Chart A)". So in this example we already figured out that she can get 1050 hours, and since 1050 is less than the 1200 Maximum, we know that the student will get 1050 hours to re-enroll to cosmetology.

**Example 2:** This student did not get their prior Cosmetology hours from Salon Success Academy but also completed 1400 hours. In this example the student would use Chart A in the same way to get the 1400 hours times 75% which is 1050 hours. But this student will use the column that says "To Cosmetology" with the Sub heading "Students with Prior Hours from another school". This box on the chart indicates that there is a maximum of 600 hours that can be given. Since the 1050 hours are more than the 600 hour maximum, the student would receive 600 hours to enroll in Cosmetology.

**Example 3:** A student holds a Valid California Esthetician license and wants to enroll in Cosmetology. He completed his Esthetician training and got his Esthetician license in 2005. This student will use Chart C. In Chart C he will select the row that reads "Esthetician" and the column that reads "To Cosmetology". This box reads " 390 hours " He will receive 390 hours towards enrolling in Cosmetology.

**Example 4:** A former Salon Success Academy student has 450 prior hours in Esthetician and wants to enroll in Cosmetology. Her withdrawal date was 18 months ago. Chart B says that the student will receive 65% of their prior hours up to 390 maximum. In this instance she would multiply her 450 prior hours by 65% which gives her 292 hours. Then, because her last day of attendance was 18 months ago, she would select the row in Chart A that reads "13-24 months – Up to 75%".

She will multiply 292 hours by 75% which is 219 hours. Since 219 is less than the 390 Maximum, the student will get 219 hours to enroll in Cosmetology.

#### **CHART A**

<u>Student's Last day of Attendance to the Current Registration Date</u>	<u>Percentage of Hours Granted</u>
<b>1-12 months</b>	<b>Up to 100%</b>
<b>13-24 months</b>	<b>Up to 75%</b>
<b>25-36 months</b>	<b>Up to 50%</b>
<b>37 months or more</b>	<b>Zero Hours Granted</b>

Students who hold a valid California license in the program they want to use transfer hours from will use Chart C.

**CHART B**

Enrolling or Transferring To ⇒	<u>To</u> Cosmetology Course		<u>To</u> Barbering Course		<u>To</u> Esthetician Course		<u>To</u> Manicuring/Nail Care Course	
	Student with Prior <i>Salon Success Academy Hours</i>	Students with Prior <i>Hours from another school</i>	Student with Prior <i>Salon Success Academy Hours</i>	Students with Prior <i>Hours from another school</i>	Student with Prior <i>Salon Success Academy Hours</i>	Students with Prior <i>Hours from another school</i>	Student with Prior <i>Salon Success Academy Hours</i>	Students with Prior <i>Hours from another school</i>
<b>Students with Prior Hours in Cosmetology</b>	1200 Max Hours (See Chart A)	600 Max Hours (See Chart A)	1300 Max Hours (See Chart A)	500 Max Hours (See Chart A)	NONE	NONE	NONE	NONE
<b>Students with Prior Hours in Barbering</b>	1100 Max Hours (See Chart A)	600 Max Hours (See Chart A)	1100 Max Hours (See Chart A)	500 Max Hours (See Chart A)	NONE	NONE	NONE	NONE
<b>Students with Prior Hours in Esthetician</b>	65% of the prior hours up to 390 Max Hours (See Chart A)		NONE	NONE	400 Max Hours (See Chart A)	80 Max Hours For MUD Beauty Essentials Certificate Only	NONE	NONE
<b>Students with Prior Hours in Manicuring</b>	70% of the prior hours up to 280 Max Hours (See Chart A)	NONE	NONE	NONE	NONE	NONE	200 Max Hours	NONE
<b>Students with Prior Hours in MUD Beauty Essentials</b>	NONE	NONE	NONE	NONE	80 Max Hours * 80 hours will be given towards the Esthetician course for students who can provide proof of completion of the MUD Beauty Essentials Class.		NONE	NONE

**CHART C:**

Students with a Valid California License in ↓	<u>Transferring To</u> Cosmetology Course	<u>Transferring To</u> Barbering Course	<u>Transferring To</u> Esthetician Course	<u>Transferring To</u> Manicuring/Nail Care Course
<b>Cosmetology</b>	NONE	1300 Hours	NONE	NONE
<b>Barbering</b>	1300 Hours	NONE	NONE	NONE
<b>Esthetician</b>	390 Hours	NONE	NONE	NONE
<b>Manicuring</b>	280 Hours	NONE	NONE	NONE

## **CAMPUS TRANSFER POLICY**

Not all students will be approved to transfer campuses. The approval/denial will be based on a review of the student's current attendance, all write ups and behavior issues. Salon Success Academy must have a reasonable assurance that the student will be successful at the new campus. There is a \$150 transfer fee which must be paid at the time of the request.

### **Upland & West Covina Campuses**

Students transferring from the Salon Success Academy Upland or West Covina campus to any other Salon Success Academy campus should first speak to the Financial Planner or Campus Director for instructions. Upon approval the student will withdraw from school and begin the 1 – 180 day waiting period to re-enroll in the approved campus. The waiting period will be determined according to the student's current loan period. At the end of the waiting period the student will be required to meet with the Financial Planner and Admissions Representative at the new campus to complete the re-enrollment requirements.

Students transferring between the Upland Main Campus and its branch campus (West Covina) should first speak to their Student Services Facilitator or Campus Director for instructions. Upon approval students will be allowed to transfer to the new institution without being subjected to the waiting period.

### **Corona, Redlands & Fontana**

Students transferring from the Salon Success Academy Corona, Fontana or Redlands campus to either the Upland, West Covina or Riverside campus should first speak to their Student Services Facilitator or Campus Director for instructions. Upon approval the student will withdraw from school and begin the 1 – 180 day waiting period to re-enroll in the approved campus. The waiting period will be determined according to the student's current loan period. At the end of the waiting period the student will be required to meet with the Student Services Facilitator and Admissions Representative at the new campus to complete the re-enrollment requirements.

Students transferring between the Corona Main Campus and either of its branch campuses (Redlands & Fontana) should first speak to their Student Services Facilitator or Campus Director for instructions. Upon approval students will be allowed to transfer to the new institution without being subjected to the waiting period.

### **Riverside Campus**

Students transferring from the Salon Success Academy Riverside campus to any other Salon Success Academy campus should first speak to the Financial Planner or Campus Director for instructions. Upon approval the student will withdraw from school and begin the 1 – 180 day waiting period to re-enroll in the approved campus. The waiting period will be determined according to the student's current loan period. At the end of the waiting period the student will be required to meet with the Financial Planner and Admissions Representative at the new campus to complete the re-enrollment requirements.

## **CAMPUS HOURS**

<b>Corona</b>	Tuesday through Friday 8:30 am – 9:30 pm and Saturday 8:30 am–5:00 pm
<b>Fontana</b>	Tuesday through Saturday 8:30 am – 5:00 pm
<b>Redlands</b>	Tuesday through Friday 8:30 am – 9:30 pm and Saturday 8:30 am–5:00 pm
<b>Upland</b>	Monday through Friday 8:30 am – 9:30 pm and Saturday 8:30 am–5:00 pm
<b>West Covina</b>	Monday through Friday 9:00 am – 9:30 pm and Saturday 9:00 am–5:30 pm
<b>Riverside</b>	Monday through Friday 8:30 am – 9:30 pm and Saturday 8:30 – 5:00 pm
<b>Corporate Office</b>	Monday through Friday 7:30 a.m. to 5:00 p.m.

## SCHOOL CALENDAR

### HOLIDAY SCHEDULE

The school will be closed for the following days in 2019

2019 HOLIDAYS	CLOSED START DATE	CLOSED END DATE (If closed more than one day)
Memorial Day (Corona, Fontana, Redlands, Riverside, Upland)	Saturday, May 25	Monday, May 27
Memorial Day (West Covina Only)	Monday, May 27	N/A
Independence Day (All Campuses)	Thursday, July 4	N/A
Labor Day (Corona, Fontana, Redlands, Riverside, Upland)	Saturday, August 31	Monday, September 2
Labor Day (West Covina Only)	Monday, September 2	N/A
Thanksgiving (3 days) (Corona, Fontana, Redlands, Riverside, Upland)	Thursday, November 28	Saturday, November 30
Thanksgiving (2 days) (West Covina Only)	Thursday, November 28	Friday, November 29
Christmas (All Campuses)	Tuesday, December 24	Wednesday, December 25
New Years (All Campuses)	Tuesday, December 31	Wednesday, January 1, 2020

### Special hours

Monday, May 20	All Campuses Open Regular Weekday Hours
Monday, August 26	All Campuses Open Regular Weekday Hours
Thursday October 31	All Campuses close early for Halloween Open 8:30 am – 4:00 pm
Monday, November 25	All Campuses Open Regular Weekday Hours

### CLASS START DATES 2019

Orientation will be held the first Monday of class at  
1385 E Foothill Blvd. Upland, CA 91786

from 10:00am – 12:00pm. **Orientation is mandatory.** \*Dates are subject to change. Don't wait until the last minute to register! Students must have all paperwork and Enrollment Agreement completed and have paid a down payment (if necessary) before the campus deadline to register. Check with our Admissions Department for more information.

**\*Manicuring/Nail Care Classes start every other month beginning in January.**

\*January 21  
February 18  
\*March 18  
April 15

\*May 13  
June 17  
\*July 15  
August 12

\*September 9  
October 7  
\*November 4  
December 9

## COURSE SCHEDULES

CAMPUS	DAY CLASS SCHEDULES	HOURS PER WEEK/WEEKS TO GRAD	NIGHT CLASS SCHEDULES	HOURS PER WEEK/WEEKS TO GRAD
<b><i>COSMETOLOGY 1600 Hours - Classes Start Monthly</i></b>				
Corona	Tues – Sat 8:30 – 5:00	35hpw / 48 Weeks	Tues – Fri 5:30 – 9:30 and Saturday 8:30 – 5:00	24 hpw / 70 Weeks
Fontana	Tues – Sat 8:30 – 5:00	35hpw / 48 Weeks	NA	NA
Redlands	Tues – Sat 8:30 – 5:00	35hpw / 48 Weeks	Tues – Fri 5:30 – 9:30 and Saturday 8:30 – 5:00	24 hpw / 70 Weeks
Riverside	Tues – Sat 8:30 – 5:00	35hpw / 48 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 84 Weeks
Upland	Tues – Sat 8:30 – 5:00	35hpw / 48 Weeks	Mon – Fri 5:30 – 9:30 and Saturday 8:30 – 5:00	28 hpw / 60 Weeks
	Tues – Fri 8:30 – 1:00 & Sat 8:30 – 5:00	26hpw / 65 Weeks		
West Covina	Tues – Sat 9:00 – 5:30	35hpw / 48 Weeks	Mon – Fri 5:30 – 9:30	20 hpw/ 84 Weeks
<b><i>BARBERING 1500 Hours - Classes Start Monthly</i></b>				
Corona	NA	NA	NA	NA
Fontana	NA	NA	NA	NA
Redlands	NA	NA	NA	NA
Riverside	Mon - Fri 8:30 – 5:00	35hpw / 45 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 79 weeks
Upland	Mon – Fri 8:30 – 5:00	35hpw / 45 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 79 Weeks
West Covina	Mon - Fri 9:00 – 5:30	35hpw / 45 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 79 Weeks
<b><i>Cosmetology to Barbering (200 Hours) - Classes Start Monthly – For students who have completed 1600 Cosmetology hours and want to get their Barbering license.</i></b>				
Upland	Mon 8:30 – 5:00 & Tues – Fri 8:30 – 12:30	24hpw / 9 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 11 Weeks
	Monday 8:30 – 5:00 & Tues – Fri 1:00 – 5:00	24 hpw / 9 Weeks	NA	NA
	Mon – Fri 8:30 – 5:00	35 hpw / 6 Weeks	NA	NA
Riverside	Mon 8:30 – 5:00 & Tues - Fri 8:30 – 12:30	24hpw /9 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 11 Weeks
	Mon 8:30 – 5:00 & Tues – Fri 1:00 – 5:00	24hpw /9 Weeks	NA	NA
West Covina	Mon – Fri 9:00 – 5:30	35 hpw / 6 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 11 Weeks
<b><i>ESTHETICIAN 680 Hours-Classes Start Monthly</i></b>				
Corona	Tues – Sat 8:30 – 5:00	35 hpw /21 Weeks	Tues – Fri 5:30 – 9:30 and Saturday 8:30 – 5:00	24 hpw / 30 Weeks
Fontana	NA	NA	NA	NA
Redlands	Tues – Sat 8:30 – 5:00	35 hpw /21 Weeks	Tues – Fri 5:30 – 9:30 and Saturday 8:30 – 5:00	24 hpw / 30 Weeks
Riverside	NA	NA	NA	NA
Upland	Tues – Sat 8:30 – 5:00	35 hpw /21 Weeks	Mon – Fri 5:30 – 9:30 and Saturday 8:30 – 5:00	28 hpw / 26 Weeks
West Covina	Tues - Sat 9:00 – 5:30	35 hpw /21 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 36 Weeks
<b><i>MANICURING/NAIL CARE 400 HOURS -Classes Start Jan-March-May-July-Sept-Nov</i></b>				
Corona	Tues – Fri 1:00 – 5:00	16 hpw / 27 Weeks	Tues – Fri 1:00 – 9:30	32 hpw / 14 Weeks
Fontana	Tues – Fri 8:30 – 5:00	32 hpw / 14 Weeks	NA	NA
	Tues – Sat 8:30 – 12:30	20 hpw / 21 Weeks	NA	NA
Redlands	Tues – Sat 8:30 – 12:30	20 hpw / 21 Weeks	NA	NA
	Tues – Fri 8:30 – 5:00	32 hpw / 14 Weeks	NA	NA
Riverside	Tues – Sat 8:30 - 5:00	40 hpw / 11 Weeks	NA	NA
	Tues – Sat 8:30 – 12:30	20 hpw / 21 Weeks	NA	NA
Upland	Tues – Fri 8:30 - 5:00	32 hpw / 14 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 21 Weeks
West Covina	Tues – Fri 9:00 – 5:30	32 hpw / 14 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 21 Weeks
	Tues – Sat 9:00 – 1:00	20 hpw / 21 Weeks	NA	NA

Full Time Students will be contracted for 35 hours per week but may attend 40 hours per week to accumulate hours that will accelerate their graduation date or be used towards future absences.

Part Time Students may attend 1 hour extra per day in order to accumulate hours that will accelerate their graduation date or be used towards future absences.

\*New Classes that do not have the minimum number of students to start will be moved to the next start month. Registered students will be contacted regarding the change in start date. If they choose not to move to the next month, they can request a full refund of the amount the student put down for a deposit.

### **TUITION CHARGES FOR STUDENTS WITH PRIOR HOURS**

Students with prior hours in Cosmetology or Barbering will be charged \$12.50 per hour for their remaining hours.

Students with prior hours in Esthetician will be charged \$14.00 per hour for their remaining hours.

Students in Manicuring/Nail Care will be charged \$8.00 per hour for their remaining hours.

### **FINANCIAL AID PROGRAMS**

For those students who qualify the school participates in Federal Pell Grant and William D Ford "Direct Loan Program" Subsidized, Unsubsidized and Plus loans. Subsidized loans are need based; based on the school's COA and the Student's EFC a determination is made concerning need or lack thereof. Unsubsidized loans are not need based. School personnel counsel each student carefully as a means of enabling students to minimize the amount of debt incurred while attending school. The Pell Grant is a grant to those who qualify (qualification is based on family earnings) and does not have to be repaid except in cases where a student fails to complete a specified percentage of the pay period of which they are currently attending. In cases where a student withdraws before completing 60% of the specified pay period, a portion of the grant becomes the student's liability and as such may create a greater liability on the student in terms of balance owed the school. Our Student Financial Planners work with students in determining loan amount need(s) and loans must be certified by school's Financial Planning Office. The school certifies loans only in amounts to cover the cost of the student's Agreement. All student loans are binding Agreements between the student and the U S Department of Education and as such must be repaid. Failure to repay student loans by student's and or parents (Plus Loan) to the U S Department of Education as scheduled on the promissory note will have adverse effects on if the individuals credit history. Students are apprised of expected federal funds for a specified award on or before the first day of class based on financial and or other pertinent information the student provides to the school when filing or verifying FAFSA information. Federal funds are disbursed in payment periods. Disbursement of federal funds is contingent on the students being in satisfactory progress at the scheduled disbursement date. Failure to maintain satisfactory progress as defined in the school's satisfactory progress policy will cause a student's federal funds to be withdrawn.

### **PRIVATE TUITION SCHEDULE**

\$12.50 an hour for Cosmetology 1600 hours = \$20,000

\$12.50 an hour for Barbering 1500 hours = \$18,750

\$14.00 an hour for Esthetician 680 hours = \$9,520

\$8.00 an hour for Manicuring/Nail Care 400 hours = \$3,200

### **PAYMENT METHODOLOGY**

Perspective students, prior to beginning school, will meet with our Financial Planning Department to establish a financial plan to meet the costs associated with their scheduled course. Our team in Financial Planning will determine, through reviewing the resources available to the student and possibly their family, as well as what forms of financial aid they may wish to apply and be eligible. As a result of our financial planning process, with the timely and accurate submissions of forms with our support, students will be able to develop a financial plan to meet their educational goals. The student's plan may include a variety of options depending on the approved plan developed with the student and Salon Success Academy including the following:

**Payment Options** (may vary as a result of the student financial planning process)

1. Full payment prior to beginning school.



2. Third Party financing agreement between the Student and third party.
3. Students will pay a partial amount before classes begin, and will make monthly payments according to the Payment Plan in each month. Late payments are subject to a 15% late fee charge.
4. Federal Student Aid to pay student tuition, and if needed private payments (cash, credit card, money order or check) to pay the full cost of the course.

Salon Success Academy accepts as forms of payment cash, check, credit card, money order, and/or Title IV funding.

### **STUDENT TUITION RECOVERY FUND (STRF)**

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

## COSMETOLOGY COURSE CURRICULUM AND OBJECTIVE

Offered at all campuses

Cosmetology 1600 Clock Hours

Full Time (46 weeks) Part Time (65-80 weeks)

**Prices Effective September 2018**

<b>Cost of the program</b>	
Tuition	\$20,000
Registration Fee (Non-Refundable)	\$ 100
Supplies (Non-Refundable)	2,900
Others (Non-Refundable)	0
STRF (Non-Refundable)	0
<b>Total charges for the current period of attendance</b>	<b>23,000</b>
<b>Estimated total charges for the entire educational program</b>	<b>\$23,000</b>

Included in the Supplies: Text Books & Uniform shirts (Sales tax included)

Cosmetology students may add on the MUD Beauty Essentials make-up kit for \$1299. This is not a requirement.

**Books:** Milady Standard: Cosmetology 13th Edition (ISBN 978-1-2857-6941-7), Wella Color Student Workbook;

**Course Description:** This course is designed to produce a graduate with job-level skills able to qualify for and obtain the initial license as a professional Cosmetologist. Studies include theory and practical instructions in all phases of Cosmetology.

### **Course Objectives:**

The program is designed to produce a graduate with job level skills able to qualify for and obtain the initial professional license as a Cosmetologist. Studies include theory and practical instruction in all phases of the state board mandated curriculum of Hairstyling, Permanent Waving & Chemical Straightening, Hair Coloring and Bleaching, Haircutting, Health and Safety, Laws & Regulations, Disinfection & Sanitation, Anatomy & Physiology, Facials, Make-up, Eyebrow Beautification, Manicuring, Pedicuring, Acrylic Nails and Business & Communication Skills, Job Search Skills, Interview Preparation, Resume Development and Professionalism. Students will also be trained using the Sassoon Hair Coloring and Cutting techniques.

**Course Format:** This course will be a combination of theoretical and practical classes which will incorporate teaching strategies such as demonstration, lecture, student participation and audio visual materials. The student will demonstrate in the clinical lab their knowledge and practical abilities learned from basic classes given at the beginning of the course. This method is known as the IPAT System (introduction, presentation, application and testing).

### **State Board Required Course of Study:**

(a) The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

### **(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing**

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

**Hairstyling (65 hours of Technical Instruction and 240 Practical Operations)**

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.

**Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations)**

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.

**Hair Coloring and Bleaching (60 hours of Technical Instruction and 50 Practical Operations)**

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.

**Hair Cutting (20 hours of Technical Instruction and 80 Practical Operations)**

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.

**(2) 200 Hours of Technical Instruction in Health and Safety**

The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

**Laws and Regulations (20 Hours of Technical Instruction)**

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.

**Health and Safety Considerations (45 Hours of Technical Instruction)**

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.

**Disinfection and Sanitation (20 Hours of Technical Instruction)**

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.

**Anatomy and Physiology (15 Hours of Technical Instruction)**

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

**(3) 200 Hours of Technical Instruction and Practical Training in Esthetician**

The required subjects of instruction in Esthetician shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

**Manual, Electrical and Chemical Facials (25 Hours of Technical Instruction and 40 Practical Operations)**

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

**Eyebrow Beautification and Make-up (25 hours of Technical Instruction and 30 Practical Operations)**

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.

The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.

**MUD Beauty essentials can be taken for 80 hours in the (3) Esthetician area.** Students who do not choose to take the MUD Beauty essentials course can do the extra 80 hours in any of the above areas of Esthetics.

The MUD Beauty Essentials Course will include technical hours and operations in Eyebrow Beautification and Makeup. This course includes a 10 day (80 hour) component for the MUD Beauty Essentials class which will be taught at the Riverside Campus located at 6780 Indiana Avenue Suite 200, Riverside, CA 92506 or the Upland Campus located at 1385 East Foothill Boulevard, Upland, CA 91786. Redlands, Fontana, Corona and Riverside students will take the class at the Riverside campus. Upland and West Covina students will only attend the Upland campus for the MUD training. Any days missed in the MUD training will be required to be made up in order to receive the MUD Beauty Essentials Certificate of Completion.

**(4) 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring**

The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject-matter as follows:

**Manicuring and Pedicuring (10 hours of Technical Instruction and 25 Practical Operations)**

The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

**Artificial Nails and Wraps (25 hours of Technical Instruction and 120 (nails) Practical Operations)**

Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.

**(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping and client service records.**

**ACADEMIC PROGRESS**

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Students must maintain a cumulative theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the grading scale.

Students receive grades both on written examinations and practical experience. Practical Assessments must be passed at 70% or greater before a student can move on to the next phase. For the purpose of SAP the written and practical grades will be combined for one academic grade.

**GRADING**

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing Below	60%	0
I	Incomplete		

## PRACTICAL GRADING CRITERIA

Students are assessed on particular procedures for their course as listed in the course syllabus. Each procedure that is graded is broken down by steps. As the student completes each step the instructor marks a yes if that step was completed correctly or a no if it was incorrect or skipped. Upon completion, the total number of yes answers are divided by the total number of steps in the procedure to give a grade percentage.

## BARBERING COURSE CURRICULUM AND OBJECTIVE

### Prices Effective January 2019

Barbering 1500 Clock Hours (46 -75 weeks)

Offered in Riverside, Upland & West Covina

Cost of the Program

Tuition	\$18,750
Registration Fee (Non-Refundable)	100
Supplies (Non-Refundable)	2,500
Others (Non-Refundable)	0
STRF (Non-Refundable)	0
<b>Total charges for the current period of attendance</b>	<b>21,350</b>
<b>Estimated Total Charges for the Entire Educational Program</b>	<b>\$21,350</b>

Included in the Supplies: Text Books & Uniform shirts (Sales tax included)

**Course Description:** The Barbering course is designed to train the student for job-entry level positions in the barber shop/salon and prepare him/her for the examination required for state licensing.

**Course Objectives:** The program is designed to produce a graduate with job level skills able to qualify for and obtain the initial professional license as a Barber. Studies include theory and practical instruction in all phases of the state board mandated curriculum of Hairstyling, Permanent Waving & Chemical Straightening, Hair Coloring and Bleaching, Haircutting, Shaving, Health and Safety, Laws & Regulations, Disinfection & Sanitation, Anatomy & Physiology and Business & Communication Skills, Job Search Skills, Interview Preparation, Resume Development and Professionalism. Students will also be trained using the Sassoon Hair Coloring and Cutting techniques.

**Course Format:** This course will be a combination of theoretical and practical classes which will incorporate teaching strategies such as demonstration, lecture, student participation and audio visual materials. The student will demonstrate in the clinical lab their knowledge and practical abilities learned from basic classes given at the beginning of the course. This method is known as the IPAT System (introduction, presentation, application and testing).

### Course Materials:

Milady's Standard Professional Barbering textbook, ISBN-13: 978-1435497153 ISBN-10: 1435497155 Edition: 5<sup>th</sup>

Milady's Student Workbook for Standard Professional Barbering, ISBN-13: 978-1435497139 ISBN-10: 1435497139 Edition: 5

Milady's Exam Review Book for Standard Professional Barbering, ISBN-13: 978-1435497122 ISBN-10: 1435497120 Edition: 5

**1100 Hours Technical Instruction & Practical Training in Hairdressing**  
**Hairstyling 65 Hours & 240 ops**

Hair Analysis, Shampooing, Finger Waves, Pin Curls, Comb Outs, Straightening, Waving & Curling with hot combs, curling irons & Blow dryer

**Perming & Chemical Straightening 40 hours & 105 ops**

Hair Analysis, Acid and Alkaline Perms, Chemical straightening with sodium hydroxide and other base solutions

**Hair Coloring and Bleaching 60 Hours & 50 Ops**

Hair Analysis, PD test, Strand tests, Safety precautions, Formula Mixing, Tinting, Bleaching, High & Low lights, The use of dye removers, The use of semi-permanent, demi-permanent and temporary colors

**Haircutting 20 Hours & 80 Ops**

Scissors, Razor, Electric Clippers, Trimmers, Thinning Shears, Wet and Dry cutting

**200 HOURS TECHNICAL INSTRUCTION AND OPERATIONS IN SHAVING**

**Preparation and performance 100 Hours & 40 Ops**

Prep client's hair for shaving, Assessing the skin, Performing shaving techniques, Applying after shave antiseptic following facial services, Massaging the face, Rolling cream massages

**200 HOURS TECHNICAL INSTRUCTION IN HEALTH & SAFETY**

**Laws & Regulations 20 Hours**

Barbering & Cosmetology Act

**Health & Safety 45 Hours**

Chemicals, Material Safety Data Sheets (MSDS), Health & Safety Laws, Bacteriology, Preventing communicable diseases such as HIV/ AIDS and Hepatitis B

**Disinfection & Sanitation 20 Hours**

**Anatomy & Physiology 15 Hours**

**EXTRA SUBJECTS RECOMMENDED BY THE BOARD**

Communication and Business, Client Record Keeping, Basic Tax Information, Dealing with Employees / Employers. The student should learn how to prepare a resume, interview and seek employment. The student should become familiar with professional behavior that is expected of her/him to carry on personal or business ethics and customer relations.

**ACADEMIC PROGRESS**

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Students must maintain a cumulative theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the grading scale.

Students receive grades both on written examinations and practical experience. Practical Assessments must be passed at 70% or greater before a student can move on to the next phase. For the purpose of SAP the written and practical grades will be combined for one academic grade.

**GRADING**

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing Below	60%	0
I	Incomplete		

## PRACTICAL GRADING CRITERIA

Students are assessed on particular procedures for their course as listed in the course syllabus. Each procedure that is graded is broken down by steps. As the student completes each step the instructor marks a yes if that step was completed correctly or a no if it was incorrect or skipped. Upon completion, the total number of yes answers are divided by the total number of steps in the procedure to give a grade percentage.

## MANICURING/NAIL CARE COURSE CURRICULUM AND OBJECTIVE

### 400 CLOCK HOURS (10-20 weeks)

#### Prices Effective March 2019

Offered in Corona, Fontana, Redlands, Riverside, Upland & West Covina

Cost of Program

Tuition	3,200
Registration Fee (Non-Refundable)	\$ 100
Supplies (Non-Refundable)	1,200
Others (Non-Refundable)	0
STRF (Non-Refundable)	0
<b>Total charges for the current period of attendance</b>	<b>4,500</b>
<b>Estimated Total Charges for the Entire Educational Program</b>	<b>\$ 4,500</b>

Included in the Supplies: Text Books & Uniform shirts (Sales tax included)

**Course Title:** Manicuring / Nail Care

**Text:** Milady Standard Nail Technician 7<sup>th</sup> Edition Text & Workbook. Milady Publishing

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

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

**Course Description:** The course is designed to produce a graduate with job level skills. Studies include theory and practical instruction in all phases of nail care and pedicuring.

**Course Objectives:** The program is designed to produce a graduate with job level skills able to qualify for and obtain the initial professional license as a Manicurist. Studies include theory and practical instruction in all phases of the state board mandated curriculum of Nail Care and Pedicuring. Including; Nail Care, pedicuring, acrylic nails, nail wraps, nail tips and hand and foot massage, Health and Safety, Laws & Regulations, Disinfection & Sanitation, Anatomy & Physiology and Business & Communication Skills, Job Search Skills, Interview Preparation, Resume Development and Professionalism.

### CLASSROOM PROCEDURES

The course is constructed in training segments based on areas of required study and hours required as prescribed by the Bureau for Barbering and Cosmetology.

Individuals with prior hours of study, recognized by the Bureau for Barbering and Cosmetology, transferring from an accredited school, may complete the course at a reduced cost provided they can demonstrate the appropriate educational background necessary to complete the course.

The 400 hour Manicuring / Nail Care Curriculum is made up of the following For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a

mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

**300 Hours of Technical Instruction and Practical Training in Nail Care**

Manicures and Pedicures (60 hours of Technical Instruction, 60 Practical Operations and 180 nails)

**100 Hours of Technical Instruction and Practical Training in Health and Safety**

Laws and Regulations (10 hours of Technical Instruction)

Health and Safety Considerations (25 hours of Technical Instruction)

Disinfection and Sanitation (20 hours of Technical Instruction and 10 Practical Operations)

Bacteriology, Anatomy and Physiology (10 hours of Technical Instruction)

The student will learn how to prepare a resume, interview and seek employment. The student will become familiar with professional behavior that is expected of her/him to carry on personal or business ethics and customer relations.

**Course Evaluation:** An exam is given upon completion of each chapter in theory class. A written and practical exam is given to determine progress at 50 hours and a final written and a final exam is given before graduation. The student must maintain a "C" average throughout the course based on the grading scale

**ACADEMIC PROGRESS**

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Students must maintain a cumulative theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the grading scale.

Students receive grades both on written examinations and practical experience. Practical Assessments must be passed at 70% or greater before a student can move on to the next phase. For the purpose of SAP the written and practical grades will be combined for one academic grade.

**GRADING**

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing Below	60%	0
I	Incomplete		

**PRACTICAL GRADING CRITERIA**

Students are assessed on particular procedures for their course as listed in the course syllabus. Each procedure that is graded is broken down by steps. As the student completes each step the instructor marks a yes if that step was completed correctly or a no if it was incorrect or skipped. Upon completion, the total number of yes answers are divided by the total number of steps in the procedure to give a grade percentage.



## ESTHETICIAN COURSE CURRICULUM AND OBJECTIVE

Esthetician 680 Clock Hours (21-27 weeks)

**Prices Effective September 2018**

**Offered in Corona, Redlands, Upland & West Covina**

### **Cost of Program**

Tuition	9,520
Registration Fee (Non-Refundable)	\$ 100
Supplies (Non-Refundable)	2,600
Others (Non-Refundable)	0
STRF (Non-Refundable)	0
<b>Total charges for the current period of attendance</b>	<b>12,220</b>
<b>Estimated Total Charges for the Entire Educational Program</b>	<b>\$12,220</b>

Included in the Supplies: Text Books & Uniform shirts (Sales tax included)

**Books:** Milady Standard Fundamentals Esthetics Text 11<sup>th</sup> edition ISBN 13-978-111-30689-2, Milady Standard Fundamentals Esthetics Student Workbook 11<sup>th</sup> edition ISBN 13-978-1-1113-0691-5, Milady Course Mate Online component ISBN 978-1-133-68679-8

**Course Description:** This course is designed to produce a graduate with job-level skills. Studies include theory and practical instruction in all phases of the skin care program.

**Course Objectives:** The program is designed to produce a graduate with job level skills able to qualify for and obtain the initial professional license as an Esthetician. Studies include theory and practical instruction in all phases of the state board mandated curriculum of Esthetics. Including; Facials, Hair Removal, Eyebrow Beautification, MUD's Beauty Essentials Make-up, Health and Safety, Laws & Regulations, Disinfection & Sanitation, Anatomy & Physiology, and Business & Communication Skills, Job Search Skills, Interview Preparation, Resume Development and Professionalism.

**Course Format:** This course will be a combination of theoretical and practical classes, which will incorporate teaching strategies such as demonstration, lecture, student participation and audiovisual materials. The student will demonstrate in the clinical lab their knowledge and practical abilities learned from the basic classes given at the beginning of the course. The basic class consists of the first 80 hours of the student's training. This method of teaching is known as the IPAT System (introduction, presentation, application and testing).

### **Course of Study:**

The curriculum for students enrolled in a skin care course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

### **(1) 350 Hours of Technical Instruction and Practical Training in Facials**

The required subjects of instruction in Facials shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

**Manual, Electrical and Chemical Facials (70 Hours of Technical Instruction and 140 Practical Operations)**

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing scientific manipulation, packs, and masks. Electrical Facial include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living upper most layers of facial skin, known as the epidermis may be removed and only for the purpose of beautification. All practical operation must be performed in accordance with Section 992 regarding skin peels.

**Preparation (15 hours of Technical Instruction)**

The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills.

**(2) 200 Hours of Technical Instruction in Health and Safety**

The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction for each subject-matter as follows:

**Laws and Regulations (10 hours of Technical Instruction)**

The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

**Health and Safety Considerations (40 hours of Technical Instruction)**

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.

**Disinfection and Sanitation (10 hours of Technical Instruction)**

The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures 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.

**Anatomy and Physiology (15 Hours of Technical Instruction)**

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.

**(3) 50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up**

The required subjects of instruction in Hair Removal shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

**Eyebrow Beautification (25 hours of Technical Instruction and 50 Practical Operations)**

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

**Make-up (20 hours of Technical Instruction and 40 Practical Operations)**

The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and collective application, application of false eyelashes.

**(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, and basic tax information relating to booth renters, independent contractors, employees, and employers.**

#### **(4) 80 Hours MUD Beauty Essentials Course (80 hours and operations)**

The Beauty Essentials Course will include technical hours and operations in Eyebrow Beautification and Makeup. This course includes a 10 day (80 hour) component for the MUD Beauty Essentials class which will be taught at the Riverside Campus located at 6780 Indiana Avenue Suite 200, Riverside, CA 92506 or the Upland Campus located at 1385 East Foothill Boulevard, Upland, CA 91786. Redlands, Fontana, Corona and Riverside students will take the class at the Riverside campus. Upland and West Covina students will only attend the Upland campus for the MUD training. Any days missed in the MUD training will be required to be made up in order to receive the MUD Beauty Essentials Certificate of Completion. All night students will take MUD at their own campus.

#### **ACADEMIC PROGRESS**

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Students must maintain a cumulative theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the grading scale.

Students receive grades both on written examinations and practical experience. Practical Assessments must be passed at 70% or greater before a student can move on to the next phase. For the purpose of SAP the written and practical grades will be combined for one academic grade.

#### **GRADING**

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing Below	60%	0
I	Incomplete		

#### **PRACTICAL GRADING CRITERIA**

Students are assessed on particular procedures for their course as listed in the course syllabus. Each procedure that is graded is broken down by steps. As the student completes each step the instructor marks a yes if that step was completed correctly or a no if it was incorrect or skipped. Upon completion, the total number of yes answers are divided by the total number of steps in the procedure to give a grade percentage.

#### **ATTENDANCE & TARDY POLICY**

Future employers will not tolerate absences and Salon Success Academy strives to prepare students for a successful career in which attendance is a critical component. Additionally, if a student is excessively absent he/she will not be able to master the course content and develop the knowledge and skills to succeed in a beauty career.

The course is measured by actual clocked hours and excused and unexcused absences have a negative effect on a student's Attendance Rate.

The following attendance regulations are in effect at Salon Success Academy.

1. Students can clock in any time between 5 minutes before and after their start time, but once clocked in, they cannot leave the building. Doing so will result in a loss of hours until theory is over which is the next allowed clock in time. Time begins when the student clocks in.

2. Theory will begin at the scheduled time for your program and schedule. All students must be in class at this time. Leaving theory class is not allowed. Students who leave theory will not receive clock in time until theory is over and may be subject to suspension.
3. Day students arriving during theory must report to the designated area and sign in. The student will be given an assignment, either study or written, to work on in the designated area until theory is over. If the student does not report to and remain in the designated area and sign in they cannot clock in until after theory.
4. Students will not be allowed to clock in later than 5 minutes after the scheduled theory time, or 5 minutes after their scheduled time on a Saturday unless they have documentation that is approved by the Campus Director.
5. Day students will begin taking clients promptly when theory is over and first thing on Saturdays. Students may only take breaks at the discretion of their Instructor or Campus Director. Lunch breaks are 30 minutes only. Students may be written up, suspended or possibly terminated from the program for taking breaks without permission, taking excessive breaks or longer than approved lunch or other breaks.
6. Students who are late and miss theory will be required to make up all missed assignments and exams in a timely manner. Falling behind on theory will lead to low GPA and possible loss of financial aid funding.
7. Students who are habitually late will be counseled and expected to correct their tardiness. Those who do not make the appropriate corrections to get to school on time may be subject to overage fees due to low attendance percentage and/suspension or termination from the program.
8. Saturday attendance is not only a mandatory part of your training, but will also be a vital part of your success when you begin working in the industry. Students who are absent on Saturday or attend less than 100% of their scheduled hours on that day without proper documentation or campus director approval will be counseled and expected to correct their absenteeism on Saturday(s). Those who do not make the appropriate corrections to their Saturday attendance may be subject to overage fees due to low attendance percentage and/or suspension or termination from the program. Un-approved Saturday absences cannot be made up in Lab or by externing.
9. Students may, under unusual circumstances and with prior written permission from the Campus Director, have an excused absence on Saturday if the circumstances relate to a medical, legal, military, bereavement or direct (blood-line or spouse) family related emergency. Under a documented medical emergency the pre-approval requirement may be waived. While this circumstance may be an approved absence the academic and attendance requirements must be made-up. Students incurring a Saturday absence under this type of documented circumstance may be allowed to make up the time at lab and will not be subject to suspension for the occurrence.

Students who are absent fourteen (14) calendar days, without contacting or responding to attempted contact by school personnel or being on an approved leave of absence, may be dismissed on the 14<sup>th</sup> day. The student should contact the Campus Director to discuss if they have been withdrawn or if they may return to school. Students who continually miss 2 days or more of school, only to come back for a few days and then miss another few days or more will also be subject to termination from the program. Students with poor attendance will be given an over contract estimate and if it is determined that the student will go over contract even with perfect attendance they understand and agree that all over-contract charges will be due and payable the day the student goes over agreement. Students who are dismissed or voluntarily withdraw and have 70% or less attendance must wait a minimum of 90 days from their last day of attendance to apply for re-enrollment. Students will be subject to a waiting period of up to 180 days from their last day of attendance before they may be granted approval to re-enroll. The waiting period and approval or denial will be based on the student's prior attendance patterns, overall percentage at the time of withdrawal or dismissal, the documentation provided for their attendance issues in the prior enrollment and proof of correction. Students who had behavior issues may be denied based on the severity of the occurrences. The student must provide proof to the VP of Administration that the circumstances leading to their poor attendance have been corrected and that they will be able to maintain satisfactory progress. There is no guarantee that any student who is dismissed or withdraws from the program will be readmitted. Students who do not complete the program and decide to re-enroll might not receive 100% of their prior hours. They will be subject to the current prior hours policy at the time the new enrollment agreement is signed. Each student will be evaluated individually.

NOTE: Students must meet requirements for re-enrollment as listed in the catalog under the Admissions section "Credit for Prior Hours"

### STUDENT LAB

The lab is available for students who need to use the school computer or library resources, or those who need additional time to complete operations outside of their regular school hours. The student will receive clock hours for the time they are signed in to the lab and turn in the completed assignments. Students must meet the requirements to register for the lab of 100% attendance the week prior and they may only make up "excused absences".

### EXCUSED ABSENCE

Students **will** be allowed the opportunity to clock make up hours where possible by attending the student lab outside of regular school hours or externing.

- 1) The student has reported their absence to the school before 9:00 am the day of the absence by calling, emailing or texting the Registrar or Campus Director with a valid reason that does not meet the unexcused absence criteria. Subject to the discretion of the Campus Director (documentation recommended)
- 2) Pre-arranged and **pre-approved** by the Campus Director (Documentation recommended)
- 3) Documented emergency

### UNEXCUSED ABSENCES

Student will **not** be allowed the opportunity to clock make up hours by attending the student lab outside of school hours or externing.

- 1) Leaving early, unless pre-arranged/documented and pre-approved by the Director
- 2) Arriving late, unless pre-arranged/documented and pre-approved by the Director
- 3) Consistent absent patterns
- 4) Suspensions / Sent home from school
- 5) All Saturday absences after the third absence unless it is a documented emergency or has been pre-arranged and pre-approved by the Campus Director.

### PREARRANGED AND PREAPPROVED ABSENCE GUIDELINES

- 1) The student should have excellent attendance on a normal basis (**Actual** Attendance is at or above 90%)
- 2) Student is free from behavior problems
- 3) Student is on schedule for completing operations/technical hours and exams
- 4) Student has discussed and received written approval from the Campus Director prior to the absence.

### REASONABLE ACCOMMODATION

Salon Success Academy admits as regular students individuals in need of Reasonable Accommodation. However, due to the nature of the training, individuals requiring significant accommodations must schedule an appointment with the Director of their chosen campus. The Campus Director will review, as regular students, those individuals whose need for Reasonable Accommodation: 1) would not create a safety hazard to themselves or their training; 2) would not interfere with their ability to benefit from the training offered through their classroom performance capabilities; and 3) have a reasonable employment potential following graduation.

### SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

**The** Satisfactory Academic Progress (SAP) policy is provided to students prior to enrollment. Satisfactory Academic Progress in attendance and academic work is a requirement for all students, and students must maintain Satisfactory Academic Progress to continue eligibility for funding. Students will be evaluated on scheduled hours. These programs all are based on an academic year of 900 hours and 26 weeks. To determine Satisfactory Academic Progress for students who are attending the **Cosmetology (1600 clock hours)** program, the student will be evaluated for both academics and attendance when the student is scheduled to complete the clock hours for that payment period (450

hours. 900hours 1250 hours.). The student must also complete at least 13 weeks at 450 hours. 26 weeks at 900 hours. and 36 weeks at 1250 hours to have completed a payment period. Students who are attending the **Barbering (1500 clock hours)** program, the student will be evaluated for both academics and attendance when the student is scheduled to complete the clock hours for that payment period (450 hours 900hours 1200 hours). The student must also complete at least 13 weeks at 450 hours. 26 weeks at 900 hours. and 35 weeks at 1200 hours to have completed a payment period. Students attending the **Esthetician (680 clock hours)**, program are evaluated for both academics and attendance when the student is scheduled to complete the clock hours for that payment period (340 hours) The student must also complete at least 15 weeks to have completed the payment period. Students attending the **Manicuring/Nail Care(400 Clock hours)** course are evaluated for both academics and attendance when the student is scheduled to complete the clock hours for that payment period (200 hours) The student must also complete at least 6 weeks to have completed the payment period. All evaluations will be completed within 7 school business days following the established evaluation point. Students will be provided with one of the following notices if their Satisfactory Academic Progress evaluation has any impact on their Title IV eligibility, a Financial Aid Warning letter or a letter canceling the student's eligibility. This school does not allow for the status of academic probation. Students receiving VA educational benefits who are enrolled in the Esthetician program will also receive an advisement for VA purposes only, prior to the midpoint of the program at 200 scheduled hours. This advisement has no effect on Title IV funding.

### ATTENDANCE POLICY/PROGRESS

Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Academic Progress and complete the course within the maximum time allowed. The maximum time frame is equal to 1.5 times the published length of the program (example for Cosmetology would be 2400 scheduled hours). For VA purposes only, students receiving VA educational benefits must attend a minimum of 95% of the cumulative scheduled hours to complete within the originally approved contracted length of time. VA educational benefits will end at the student's originally contracted end date. The student will be responsible for paying all remaining charges in order to complete the program.

Authorized leaves of absence will extend the student's contract period and the maximum time frame by the same number of days taken in the leave of absence. Students who do not complete within the maximum time frame will be dropped from the program. The following is an example of the number of hours that a student has to complete at the end of each payment period within the maximum weeks listed to be considered eligible to receive Title IV Aid payments.

Program	Evaluation will be at the following scheduled hours	Maximum Weeks	VA Students Max Weeks to grad within the originally contracted period
Cosmetology	450	19	14
	900	38	27
	1250	53	38
Barbering	450	19	14
	900	38	27
	1200	52	36
Manicuring / Nail Care	200	9	6
Esthetician	200 (VA only)	NA	6
	340	15	10

### ACADEMIC PROGRESS

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion

ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Students must maintain a cumulative theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the grading scale.

Students receive grades both on written examinations and practical experience. Practical Assessments must be passed at 70% or greater before a student can move on to the next phase. For the purpose of SAP the written and practical grades will be combined for one academic grade.

### GRADING

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing Below	60%	0
I	Incomplete		

### PRACTICAL GRADING CRITERIA

Students are assessed on particular procedures for their course as listed in the course syllabus. Each procedure that is graded is broken down by steps. As the student completes each step the instructor marks a yes if that step was completed correctly or a no if it was incorrect or skipped. Upon completion, the total number of yes answers are divided by the total number of steps in the procedure to give a grade percentage.

### DETERMINATION OF PROGRESS

Students meeting requirements at the end of each payment period review point will be considered making Satisfactory Academic Progress until the end of the next scheduled payment period. Payment periods are used as evaluation points and apply to both Title IV and non-Title IV students. In order for a student to be considered making Satisfactory Academic Progress, the student must meet both cumulative attendance and academic minimum requirements. Students who are meeting academic and attendance requirements will receive a copy of their SAP notice. Students can request a progress report from their Campus Director or Student Services Rep at any time to review their academic and attendance rates.

### FINANCIAL AID WARNING

Students failing to meet requirements for attendance or academic progress at the end of any payment period will be placed on Financial Aid Warning until the end of the next payment period. During the Financial Warning period, students are considered to be making Satisfactory Academic Progress and students who receive federal funds may continue to be funded. If the student is meeting minimum requirements at the end of the Financial Aid Warning period, the student will be determined as making Satisfactory Academic Progress. If the student fails to meet requirements at the end of the Financial Aid Warning period, the student will be suspended from receiving Title IV funds. A student cannot have successive periods in Financial Aid Warning status. Students receiving VA educational benefits will have their benefits discontinued if the student fails to meet requirements at the end of the Warning period.

### REESTABLISHMENT OF STATUS

A student determined NOT to be making Satisfactory Academic Progress may reestablish Satisfactory Progress by:

- 1) Making up missed tests and assignments and increasing cumulative grade point average to 70% , and
- 2) Increasing cumulative attendance to 67% or better.

### **REENTRY STUDENTS/INTERRUPTIONS**

A determination of Satisfactory Academic Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. Elapsed time during a Leave of Absence does not affect Satisfactory Academic Progress and will extend the contract period by the same number of days in the Leave. There will be no additional charges to a student for the time off when they are on an approved leave of absence. Students wanting to re-enroll in school after withdrawing must complete a Request to Re-enroll to the school administration. Re-enrollment is at the discretion of the VP of Administration. Decisions by the VP of Administration regarding re-enrollment are final. Please refer to the final paragraph of the Attendance and Tardy policy for additional information on re-enrolling when attendance was at or below 70% or the student was dismissed for poor attendance or lack of contact for 14 days.

#### **Transfer students**

New students that transfer to the Academy with hours from another school will start with 0 hours and be evaluated according to the number of hours the student enrolls for, but at a minimum of the midpoint of their program or academic year, whichever comes first. Their contract length will be adjusted to give them credit for attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted per the school transfer policy for the remaining hours needed to complete the program.

### **REINSTATEMENT OF FINANCIAL AID**

Title IV aid will be reinstated to students who have reestablished Satisfactory Academic Progress.

### **PROGRAM INCOMPLETES, REPETITIONS, AND NON-CREDIT REMEDIAL COURSES**

The school does not recognize course incompletes, repetitions, and non-credit remedial courses. As a result, these events will have no effect on the institution's Satisfactory Academic Progress

### **GRADUATION REQUIREMENTS**

To be eligible for graduation and receive your Diploma of Course Completion, a student must have a grade average of 70% for graduation from any course at Salon Success Academy. Both theory and practical work are considered important. 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. 70% grade average
4. Payment (or approved payment arrangements) of all tuition, fees, and over-Agreement charges.

Students must make arrangements to pick up their proof of training from the corporate office by calling Yvette at (909) 982-4200. Students must take an original proof of training to the state board testing facility to be admitted to the exam.

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

Under extreme and extenuating circumstances a student may be permitted to interrupt training with an approved leave of absence.

- A leave of absence will be *considered* and may be granted for the following reasons:



- Medical or Maternity purpose
  - Death of an immediate family member
  - Temporary or short-term caregiver for an immediate family member
  - A documented emergency need to leave the state or country
  - Military training or short term deployment
  - Housing displacement
  - Temporary transportation issues
  - Documented financial hardship
- All requests for an LOA must be submitted in writing and must be signed. It must also state the reason for the LOA request.
  - It is Salon Success Academy's policy for a student to apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so.
  - If the student is unable to make a prior request due to unforeseen circumstances, the student must complete the request at a later date and provide supporting documentation. The institution will document the reason for its decision and collect the request from the student at a later date. The beginning date of the approved LOA in this instance will be determined by the institution to be the first date the student was unable to attend school because of the unforeseen circumstance.
  - Students needing a leave of absence must follow the institution's policy to request the leave.
  - Salon Success Academy must determine, before it grants an LOA, that there is a reasonable expectation that the student will return from the leave.
  - Approval of the leave of absence will be in accordance with the institution's policy.
  - The institution will not assess the student any additional institutional charges as a result of the leave of absence nor will it count against them when calculating Satisfactory Academic Progress.
  - The total number of days for a single leave or combination of leaves cannot exceed 180 calendar days in any 12 month period. A leave of absence for any reason will not be given if the student has or will exceed 180 calendar days in a 12 month period.
  - A student who is granted an LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time.
  - The student's agreement end date will be extended by the same number of days as the leave. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
  - Upon graduation, if it is determined that the student has gone over contract due to holiday/school closures that occurred during the period between the original end date and the new contract end date, the student will not be charged for those days.
  - LOA's will not be granted for less than 14 calendar days and must have documentation of the circumstance which is preventing the student from attending school.
  - The LOA will not officially begin until it has been approved. Students may be required to make up theory work that is missed during their LOA depending on the length of time out.
  - A student returning from a leave of absence or other official interruption of training must return to school in the same satisfactory progress status as prior to their departure.
  - The 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.

In general, students are given ample additional time within the scope of their contracted hours to use in the case of illness or other emergency situations. Students should attend all available additional hours to give them a cushion of time to use in the case of illness or emergency and not depend on receiving a leave of absence.

### **MAKE-UP WORK**

Students are required to make up all assignments and work missed as a result of absences. The Instructor may assign additional make-up work to be completed for each absence; it will be assigned as outside work. Make-up work will not be authorized to remove an absence or count for clock hours.

### **CLASS SIZE**

Class size is kept at a level that will allow each individual student to have a minimum of 15 square feet of space allocation. In addition, class enrollment is maintained at a maximum level of 30:1 student teacher ratio.

### **STUDENTS RIGHT TO PRIVACY**

Students have the right at all times to consult the Instructor, Supervisor or Manager regarding school or personal problems. Student's rights of privacy or confidentiality will be maintained.

**94312(k)** this institution will withhold a student's transcript or grades if that student is in default on a loan or tuition contract. If the student has made partial payment, the portion of grades or transcript withheld would correspond on a pro-rata basis to the unpaid obligation. If the course of study consists of only one course, this institution will withhold the grades or the transcript until the tuition or loan obligation is paid in full.

Students and parents or guardian of dependent minors have permission to view their files with an authorized staff member at the convenience of the staff. Any information concerning the student's file will be released upon the student's or guardians written instruction. The school can release student file information without written permission for legal or accreditation purposes. The student will receive a copy of his/her Record of Completion/Withdrawal upon graduation or withdrawal from school. If a student needs another copy at a later time then we require him/her to send a written request along with a **\$35.00** administrative fee for the first document and \$10 more for each additional document requested to the corporate office: Transcript request forms are available from the school or the Home Office. The school provides and permits access to student and other school records as required for any accreditation process initiated by the institution or by NACCAS, or in response to a directive of the commission.

### **EQUAL RIGHTS STATEMENT**

Salon Success Academy is in full compliance with Title VI (Civil Rights Amendments Act of 1972). Consequently, we in no way discriminate on the basis of race, color, creed, age, sex, religion, sexual preference or ethnic origin.

### **NON DISCRIMINATION DISCLOSURE**

No applicant shall be rejected from admission to the school on the basis of age, race, color, sex, and disability, and religion, ethnic or national origin nor be subjected to discrimination of any kind based on the above. For information regarding non-discrimination or to resolve complaints contact the school director.

### **EMPLOYMENT ASSISTANCE**

The school provides placement assistance by posting all Salon inquiries for help on the bulletin boards of the surrounding schools, AND on our Facebook page at [www.facebook.com/salonsuccessacademies](http://www.facebook.com/salonsuccessacademies) as well as to students who request assistance. Students can contact their Student Services Facilitator for job leads and assistance with resume's and interview techniques. In addition to being given direct referrals to potential employers, applicants are taught how to identify and approach prospective employers.

Salon Success Academy does not offer any guarantee of employment; we do however, provide effective assistance and direction in the employment search.

Information regarding specific procedures for requesting employment assistance, prospects and/or employment statistics may be obtained from the Student Services Facilitator or the Campus Director.

## OCCUPATIONS AND STATE EXAMINATION REQUIREMENTS BY COURSE

**COSMETOLOGY - 1600 HOUR COMPLETION:** Product Representative, Platform Artist, Retail Sales, Salon Manager, Salon Owner, Hair Stylist, and Manicurist, Esthetician, Fashion Show Stylist, Editorial/ Advertising Stylist, Celebrity Stylist, Artistic Director for Salons or Brands, Cosmetology Educator / Instructor, Salon Development Partner, Film / Theater Stylist, Cosmetic Brand Representative, Salon Receptionist, Beauty Supply Clerk / Manager, Cosmetology Entrepreneur

39-5012 Hairdressers, Hairstylists, and Cosmetologists

39-5090 Miscellaneous Personal Appearance Workers

39-5091 Makeup Artists, Theatrical and Performance

39-5092 Manicurists and Pedicurists

39-5093 Shampoos

39-5094 Skincare Specialists

### COSMETOLOGY EXAM QUALIFICATIONS:

The board shall admit to examination for a license as a cosmetologist to practice cosmetology any person who has made application to the board in proper form and timeliness and paid the required fee. State Board related testing questions may be directed to the Campus Director and our Home Office. Applicants who do not provide acceptable documentation, arrive late or miss their scheduled examination may be required to pay additional fees to the State Board in order to re-test. Testing related qualifications are as follow:

- a) The applicant is not less than 17 years of age.
- b) Has completed the 10<sup>th</sup> grade in the public schools of this state or its equivalent.
- c) Is not subject to denial pursuant to Section 480
- d) Has done any of the following:
  - 1) Completed a course in cosmetology from a school approved by the board.
  - 2) Practiced cosmetology outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.
  - 3) Holds a license as a barber in this state and has completed a cosmetology crossover course in a school approved by the board.
  - 4) Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board.
  - 5) Completed the apprenticeship program in cosmetology specified in article 4(commencing with Section &7332).

**ESTHETICIAN\* - 680 HOUR COMPLETION:** Product Representative, Instructor, Retail Sales, Salon Manager, Salon Owner, and Make-up Artist, Esthetician for Spa, Doctors Office or Salon, Editorial/ Advertising Makeup Artist, Celebrity Makeup Artist, Salon Development Partner, Film / Theater Makeup Artist, Cosmetic Brand Representative, Salon Receptionist, Esthetics Entrepreneur.

39-5090 Miscellaneous Personal Appearance Workers

39-5091 Makeup Artists, Theatrical and Performance

39-5094 Skincare Specialists

### ESTHETICIAN\* EXAM QUALIFICATIONS:

The board shall admit to examination for a license as an esthetician (Skin Care) to practice skin care, any person who had made application to the board in proper form and timeliness and paid the required fee. State Board related testing questions may be directed to the Campus Director and our Home Office. Applicants who do not provide acceptable documentation, arrive late or miss their scheduled examination may be required to pay additional fees to the State Board in order to re-test. Testing related qualifications are as follow:

- a) Is not less than 17 years of age.

- b) Has completed the 10<sup>th</sup> grade in the public schools of this state or its equivalent.
- c) Is not subject to denial pursuant (480.
- d) Has done any of the following:
  - 1)Completed a course in skin care from a school approved by the board.
  - 2)Practiced skin care, outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in skin care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
  - 3)Completed the apprenticeship program in skin care specified in Article 4 (commencing with Section &7332).

**BARBERING - 1500 HOUR COMPLETION:** Product Representative, Platform Artist, Retail Sales, Salon Manager, Salon Owner, Barber, and Manicurist, Fashion Show Stylist, Editorial/ Advertising Stylist, Celebrity Stylist, Artistic Director for Salons or Brands, Barbering Educator / Instructor, Salon Development Partner, Film / Theater Stylist, Salon Receptionist, Beauty Supply Clerk / Manager, Barbering Entrepreneur

39-5000 Personal Appearance Workers

39-5010 Barbers, Hairdressers, Hairstylists and Cosmetologists

39-5011 Barbers

39-5012 Hairdressers, Hairstylists, and Cosmetologists

39-5090 Miscellaneous Personal Appearance Workers

39-5092 Manicurists and Pedicurists

39-5093 Shampooers

**BARBERING EXAM QUALIFICATIONS:**

The board shall admit to examination for a license as a barber to practice barbering any person who has made application to the board in proper form and timeliness and paid the required fee. State Board related testing questions may be directed to the Campus Director and our Home Office. Applicants who do not provide acceptable documentation, arrive late or miss their scheduled examination may be required to pay additional fees to the State Board in order to re-test. Testing related qualifications are as follow:

- The applicant is not less than 17 years of age.
- Has completed the 10<sup>th</sup> grade in the public schools of this state or its equivalent.
- Is not subject to denial pursuant to Section (480
- Has done any of the following:
  - Completed a course in barbering from a school approved by the board.
  - Practiced barbering outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.
  - Holds a license as a cosmetologist in this state and has completed a barbering crossover course in a school approved by the board.
  - Completed a cosmetology course in a school approved by the board and has completed a barbering crossover course in a school approved by the board.
  - Completed the apprenticeship program in barbering specified in article 4 (commencing with Section &7332).

**MANICURING/NAIL CARE - 400 HOUR COMPLETION:** Salon Manicurist, Product Representative, Receptionist, Retail Sales, Salon Manager, Salon Owner, Beauty Education office support, Manicuring Instructor, School Manager or Owner.

39-5092.00 - Manicurists and Pedicurists

## **MANICURING/NAIL CARE EXAM QUALIFICATIONS:**

The board shall admit to examination for a license as a manicurist to practice nail care, any person who has made application to the board in proper form, paid the required fee and is qualified as follows:

- a) Is not less than 17 years of age.
- b) Has completed the 10<sup>th</sup> grade in the public schools of this state or its equivalent.
- c) Is not subject to denial pursuant to Section 480.
- d) Has done any of the following:
  - 1) Completed a course in nail care from a school approved by the board.
  - 2) Practiced nail care outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in nail care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
  - 3) Completed the apprenticeship program in nail care specified in Article 4 (commencing with Section 7332).

Reason for deny an application for licensure under Section 480:

- a) A board may deny a license regulated by this code on the grounds that the applicant has of the following:
  - 1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.
  - 2) Done any act involving dishonesty, fraud or deceit with intent to substantially benefit himself or another, or substantially injure another; or
  - 3) Done any act which if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license.  
The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.
- b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license.
- c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

## **STATE BOARD APPLICANTS WHO HAVE BEEN CONVICTED OF A CRIME**

Individuals who have been convicted of a crime can still apply to take the examination. The applicant must fill out the Disclosure Statement Regarding Criminal Pleas/Convictions form which can be found at [http://www.barbercosmo.ca.gov/forms\\_pubs/forms/disc\\_crimpleas.pdf](http://www.barbercosmo.ca.gov/forms_pubs/forms/disc_crimpleas.pdf). Send in the disclosure statement with your application or attach it to your online application. Include as much detail as you can. The board may request additional documents relating to your conviction if not enough information is included on the form, this will delay the processing of your application. These are reviewed and evaluated on a case-by-case basis. Some of the factors that are considered consist of the following.

The length of time since the conviction

The nature of the conviction

Evidence of rehabilitation since the conviction

Whether the crime (or act) is substantially related to the qualification, functions, or duties of the licensee. If you have any further questions please call the State Board Enforcement Unit at (916) 574-7574.

### COMPENSATION, HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students in need of Reasonable Accommodation if these students believe they can fulfill training demands. Compensation is primarily based on commission and salary ranges and gratuities which are all determined by the level of productivity of the professional.

### CANCELLATION AND REFUND POLICY

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

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

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

A registration fee of \$ 100 is a **non- refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student.

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

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

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

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

**Student Tuition Recovery Fund (STRF): 5, CCR § 76215 (a)** “You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and, 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.” **You are not eligible for protection from the STRF** and you are not required to pay the STRF assessment, if either of the following applies: 1. You are not a California resident. 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

**5 CCR §76215(b)** In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges: "The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following: 1. The school closed before the course of instruction was completed. 2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school. 3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs. 4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau. 5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act." However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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

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

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

### NOTICE OF STUDENT RIGHTS

You may cancel your contract for schooling, without any penalty or obligation as described in the Notice of Cancellation form that will be given to you upon enrollment.

Read the Notice of Cancellation form for an explanation of your cancellation, rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

You have a right to stop school at any time and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

If the school closes before you graduate, you may be entitled to a refund. Contact the Director at the address and phone number below for information.

If you have any complaints, questions, or problems which you cannot work out with school, write or call:

BUREAU FOR PRIVATE POSTSECONDARY  
AND EDUCATION  
P.O. Box 980818  
West Sacramento, CA 95798  
(916) 574-7720

### ACCREDITATION

Salon Success Academy campuses are all Accredited Members of the National Accrediting Commission of Career Arts & Science (NACCAS), an accrediting agency recognized by the United States Department of Education.

Questions regarding accreditation should be addressed to:

The National Accrediting Commission of Career Arts & Sciences  
3015 Colvin Street, Alexandria, VA 22314 (703) 600-7600  
Website: <http://naccas.org/naccas/>

### NACCAS ANNUAL REPORT STUDENT OUTCOMES

#### 2017 Data Updated 12.1.18

Below is the combined program data for all campuses for the most current reporting year:

#### Upland & West Covina:

Graduation Rate 79.21 %  
Placement Rate 73.57 %  
Licensure Rate 87.40 %

#### Riverside:

Graduation Rate 67.86 %  
Placement Rate 76.32 %  
Licensure Rate 77.14 %

#### Corona, Redlands & Fontana:

Graduation Rate 83.26 %  
Placement Rate 74.74 %  
Licensure Rate 86.02%

### SCHEDULE CHANGES & CAMPUS TRANSFERS

**There will be a \$150.00 Fee for all schedule request changes or Agreement changes made by the student on or after their start date.** This Fee must be paid in cash before the request can be submitted for review. Payment of the fee does



not guarantee approval of the request for change. Students must choose from a currently offered schedule. They will not be allowed to create their own schedule for any reason.

Any student desiring to transfer to another Salon Success Academy campus will be charged a **Transfer Fee of \$150.00 in addition to any other expenses the student may incur.**

#### **OTHER FEES FOR AUTOMATIC DEBIT**

Students who are making payments via automatic debit may request a 14 day hold on their payment. The Hold Request form must be completed and turned in to the corporate office no later than two days prior to the automatic payment date. There will be a \$25 fee charged to the student's account for this service. Salon Success Academy is not responsible for overdraft fees incurred on a student's bank account if the check has been processed. It is the student's responsibility to contact Kyle Rumbel at (909) 982-4200 or by email at [kylar@salonsuccessacademy.com](mailto:kylar@salonsuccessacademy.com) to confirm receipt of their hold request.

Students who are making payments via automatic debit may request a change of payment date. The Date Change Request form must be completed and turned in to the corporate office no later than one day prior to the automatic payment date. There will be a \$25 fee charged to the student's account for this service.

Salon Success Academy is not responsible for overdraft fees incurred on a student's bank account if the check has been processed. It is the student's responsibility to contact Kyle Rumbel at (909) 982-4200 or by email at [kylar@salonsuccessacademy.com](mailto:kylar@salonsuccessacademy.com) to confirm receipt of their date change request.

#### **OVER AGREEMENT**

At each SAP evaluation it will be determined if the student is on track to graduate by the contract end date or with perfect attendance they will be going over agreement. Students are notified that all over contract amounts (\$12.50/hr for **Cosmetology & Barbering**, \$14.00/ hr **Esthetician** and \$8.00/hr **Manicuring/Nail Care** program) must be paid in full the day the student goes over agreement. Students will not be allowed to come to school until they have paid for their extended agreement in full. In the event that 14 calendar days have elapsed and the student has not paid for their extended agreement, he/she may be withdrawn from the course.

#### **FACILITIES FOR THE REASONABLE ACCOMODATION**

A restroom is provided which is accessible by individuals in need of Reasonable Accommodation. No special programs are provided for individuals in need of Reasonable Accommodations.

#### **GRIEVANCE POLICY**

In the event a student has a grievance which cannot be resolved to his/her satisfaction with the student's immediate instructor the student is to make his/her grievance known to the Campus Director. Grievances can only be submitted by the student involved.

If the grievance is still not resolved after allowing for a reasonable amount of time for correction and the student wishes to register a formal complaint, please complete the grievance form or submit a detailed letter describing the following within 60 days of the event:

- 1) Describe in detail the problem and person(s) involved.
- 2) Date of the occurrence
- 3) Name of the staff member you previously brought this grievance to
- 4) Date you brought it to their attention
- 5) How did you want the problem to be rectified
- 6) What was done by the staff to rectify the problem
- 7) Why do you feel the problem was not rectified to your satisfaction

8) What suggestions do you have for a resolution

Send via email to [christinab@salonsuccessacademy.com](mailto:christinab@salonsuccessacademy.com) or by fax at (909) 257-7988 or by mail to:  
Salon Success Academy  
Attention: Christina Belcher, VP Compliance & Student Services  
1385 E Foothill Blvd.  
Upland, CA 91786

1. All grievances **must** be submitted in writing.
2. Once the written grievance is received, it will be reviewed and investigated. A determination will be made at the discretion of management whether or not a meeting will be granted to the student, or if further investigation or review is needed.
3. If the student has been dropped from the program by the Campus Director, she/he may appeal the decision in writing to Christina Belcher within 7 business days.
4. All grievances/appeals will be responded to either verbally or in writing within 30 days by school personnel.
5. Please monitor the email address used to submit your complaint. A response or request for more information will be sent to that address. Failure to respond to requests within 10 days will be considered as abandonment of the complaint and will result in the closure of the investigation.

### STUDENT SERVICES

Along with academic counseling in conjunction with Satisfactory Academic Progress, individual and career counseling is available on an as needed basis. We offer students assistance with job placement, referrals for help finding health and human services Advisement, assistance with financial aid and leaves of absence. Students may request an appointment with the Campus Student Services Facilitator or designate for assistance. \*Academic Advisements (SAP) will be completed by the Campus Registrar, or designate.

### INFORMATION TECHNOLOGY REQUIREMENTS

The Cosmetology, Esthetician & Barbering programs include an online component, Milady's CourseMate. This resource is included as an additional study tool to give the student a digital option. CourseMate includes an Ebook version of the textbook, practice tests, flash cards, note taking options and more. CourseMate can be accessed on a personal computer, tablet or smartphone. Students who do not have access to electronic devices at home may use the computers or tablets provided in the campus media center during approved hours.

### FACULTY OFFICE HOURS

Students may arrange time to meet privately with an Instructor during their office hours before class begins, or the last 30 minutes of their scheduled day.

### CODE OF CONDUCT

Conduct is expected to be such that class progress is not interrupted. Misconduct of any nature which interrupts the learning atmosphere will not be tolerated and the student may be suspended or terminated from the program.

**The forms of misconduct listed below are considered to be in conflict with the educational goals of the school and may lead to the student's immediate termination or suspension from the program.**

Students may be suspended from school for the alleged misconduct while the circumstances are investigated. Students will be notified by phone or written correspondence as to the determination of the investigation. A student wanting to appeal the decision must do so in writing to the Vice President of Compliance and Student Services (see grievance policy).

1. Theft, or purposeful damage or destruction of School property, that of a fellow student, staff member, or client.
2. Committing a crime, such as but not limited to theft, from another business while identified as a Salon Success Academy Student in any way. Such as wearing school uniform or badge.
3. Using offensive language or making discriminatory statements while on school premises or in writing via social media, text or email etc.
4. Any type of destruction or vandalism to the property of the school, fellow students or staff member.
5. Leaving the building without clocking out.
6. Leaving class or clinic floor without permission from the Instructor.
7. Leaving early without informing the Campus Director.
8. Physical or verbal abuse of any person on or off school premises. This includes written threats or malice towards another student, staff member of Salon Success Academy via text messaging, or other type of social media.
9. Intentional disruptions or obstruction of teaching, administration or other school activities.
10. Engaging in behavior that may lead to harm of a student, staff or client; including but not limited to ignoring instructor / staff instructions, school policies, procedures or state board regulations which could lead to health and safety violations.
11. Leaving a client in the middle of a service without permission from the clinic floor supervisor.
12. Possession, use or distribution of any nature of illegal drugs, drug paraphernalia, or alcoholic beverages on the school premises or while in school uniform off of school premises.
13. Suspicion of any student being under the influence of alcohol, illegal drugs or prescription medication that may alter the student's ability to perform their regular duties while on school premises or in school uniform.
14. Posting inappropriate pictures or other media which is determined to be in conflict with the school's policies and educational goals.
15. Any form of cheating or dishonesty. This includes students who violate time clock policies, cheating on exams or operations.
16. Knowingly making false allegations against a student or staff member.
17. Failure to comply with the directions of institutional officials acting in the performance of their duties.
18. Clocking in or remaining on school premises when the student has been told by staff to clock out and go home or not to clock back in until given permission by the Campus Director or other members of staff.
19. A Student who does not leave the school grounds when told to do so by the staff will be subject to immediate withdrawal from the course. The police may be called to escort students from the grounds.
20. Fraternalizing with SALON SUCCESS ACADEMY staff at any time while still enrolled in school.
21. Refusal to meet the student's financial obligations.
22. Soliciting uninvolved parties to interfere or influence Management, staff or students in the making of decisions on impending complaints or problems.
23. The posting of signs, stickers, bills, publications, notices and solicitations (other than pre-approved activities) in or around school grounds and property without the written consent of the owner.
24. Selling merchandise on school premises without the written consent of the owner.

### **RULES AND REGULATIONS**

For students attending school over 5 ½ hours in a day - Mandatory Lunch periods are 30 minutes.

1. Dress Code:  
Our primary concern in this school is that you become successful in the field you are trained. Part of your training is to teach you to create a good self-image; one that makes a good representation of your school and, finally, the salon in which you work. We invite you to become part of this training by staying within the dress code policies.
2. Op Books & Clocking in/out:
  - a) A student may not leave the building without first notifying the Supervisor. Students must clock

out to leave the building for any reason.

- b) A student may not sign another student in or out for ANY reason.
- c) Your op book is your responsibility. Losing it may result in the loss of hours. It must be kept in the designated area assigned by the School Director
- d) Students can be given hours only for applied effort in class and must perform clinic floor services. Also, theory classes must be attended as designated. Failure to do so may result in a student being clocked out for the day or suspension from the school (at discretion of the instructor).

3. Classroom and Clinic Floor Conduct:

- e) Gum chewing is not permitted in class or on clinic floor. Eating is permitted in the lounge area only. Only bottled water is allowed on the clinic floor and in classrooms.
- f) Unnecessary conversation is disturbing to others and is not permitted in class. Any students causing discord or disruption or engaging in constant talking during classroom instruction may be subject to suspension.
- g) It is the policy of Salon Success Academy and the California State Board of Barbering & Cosmetology for all students to maintain clean and properly labeled and sanitized station and equipment. Each student is also required to do an assigned clean up.
- h) Visitors are not allowed in classrooms, clinic floor, or lounge.
- i) Cell phones are not allowed to be in use in the following restricted areas, classrooms, hallways, bathrooms, or on the clinic floor. All cell phones and other electronic communication devices must be on vibrate or off during school hours. Students may use them only on break time in the student lounge or outside of the school. Any student found using their Cell Phone in a restricted area (as stated above) will be written up and asked to turn in their phone to the campus director or supervising instructor until the student clocks out for the day or the student may be clocked out and sent home immediately upon the discretion of the campus director or supervisor.
  - In some instances cell phones, laptops and other electronic devices may be allowed by the Instructor for the purpose of learning and education. Do not use any electronic device without FIRST receiving permission from the classroom, clinic floor Instructor or Campus Director.
  - We encourage our students to take before and after pictures of their work for the purposes of building a business portfolio. Inappropriate pictures will not be allowed or tolerated and may result in suspension or termination from the program.
  - Video and/or pictures taken or voice recordings of anyone on school grounds without their permission is a violation of privacy. Students must receive permission PRIOR to taking any video, pictures or recordings in the school by the Campus Director or Supervising Instructor. Violation may result in suspension or termination from the program.
- j) The practical training obtained by working on clients is essential for your success. Therefore, all clinic floor assignments will be made by the instructional staff. Refusing to do an assignment could result in suspension or termination from the program.
- k) Personal service is a privilege and is limited to hours and days assigned by the instructor. Any student receiving personal service must always have the permission of their immediate instructor or Campus Director. Violation may result in Suspension or possible termination from the program.
- l) Students may be allowed to wear ear buds to listen to music at the discretion of the staff. They may not be worn during lecture, exams, or while performing clinic services on a patron.
- m) Salon Success Academy is not responsible for any personal items that are stolen or lost on school premises.

## WITHDRAWAL FOR MISCONDUCT

A student withdrawn from school for misconduct may not be eligible for re-enrollment into any course of instruction being offered by Salon Success Academy. All final decisions will be determined by the VP of Student Services.

## TIME CLOCK PROTOCOLS

Your hours are important to you, and we want to make sure that you are getting the proper credit for all of your hard work. Remember, you must be responsible for clocking correctly so that you don't lose your time! The following is a list of occurrences which could result in a loss of time:

If you,

- **Forget to clock in when you get here:** you may lose the time until you do remember to clock in.
- **Forget to clock out for lunch:** you may only receive a **maximum** of ½ credit for the day.
- **Forget to clock in from lunch:** you may only receive a **maximum** of ½ credit for the day.
- **Forget to clock out to go home:** you may only receive a **maximum** of ½ credit for the day.  
Lunch breaks must be a **minimum of 30 minutes and taken only at the designated lunch time**. Leaving school at any time without clocking out is grounds for termination from the program.
- Having another student sign you in or out is grounds for termination for both students involved.
- You are **required** to take a 30 minute lunch break when you are here **more than 5 ½ hours in a day**.

## DRESS CODE

THE CAMPUS DIRECTOR HAS THE RIGHT TO SEND STUDENTS HOME WITHOUT PRIOR WRITE UPS FOR UNIFORM VIOLATIONS.

Our Primary mission in this school is that you become successful in the field you are trained. Part of your training is to teach you to create a good self-image; one that makes a good representation of you and the salon in which you work. We invite you to become part of our education and training experience by adhering to our dress code uniform policies.

Salon Success Academy shirts and Dickie or "Dickie-like" scrub pants only. **Shoes must be Dark Black Only and Completely**. No other colors can show on the shoe, the edge of the sole or the laces. Shoes must be closed toe and heel and cover the top of the foot. They must have a hard non-skid sole such as Tennis shoes. Black Boots and all shoes can have a heel no greater than 2 ½".

## **PANTS**

**Dark Black Only**. Dockers or work Dickies or "Dickie-like" scrub pants only. Absolutely no jeans, leggings, jeggings, sweats, yoga or other light-weight material. Pant legs must extend **below** the ankle. No capris or shorts allowed.

## **SHIRTS & JACKETS**

Only Salon Success Academy uniform shirts are permitted.

No clothing that has rips, stains, or frayed hemlines will be allowed.

School sweatshirts or any other sweaters or jackets will not be allowed on the clinic floor. Only the Salon Success Academy Sweatshirt may be worn in the classrooms. Only a long sleeved **black** t-shirt or black thermal may be worn under your uniform shirt. No other colors allowed and no prints.

## **SHOES**

**Dark Black Only and Completely**. No other colors can show on the shoe, the edge of the sole or the laces. Shoes must be closed toe and heel and cover the top of the foot. They must have a hard non-skid sole such as Tennis shoes. Black Boots if worn can have a heel no greater than 2 ½". Absolutely no flip-flops, sandals, ballet style slippers, toms or open toe or heel.

## **HAIR & JEWELRY**

Jewelry should not be excessive. Facial jewelry will be monitored by the Campus Director. She/he will determine if it is

excessive and determine if the student must remove the jewelry and/or be sent home. Hair must always be clean and neat.

**STUDENT BADGE:**

All students are issued a student badge upon starting school. The badge is a part of your required uniform and must be worn daily. Replacement badges must be purchased from the Campus Director. The cost is \$3.00.

**UNIFORM DON'TS:**

Do not alter your uniform shirt in any way. You will be required to purchase a new one before clocking-in. Do not wear clothing that is torn, stained or looks unprofessional in any way.

Hats, hoods, bandanas or scarves of any type are not allowed in your hair, on your head or around your neck. Hair bands may be worn in your hair as long as they are not made from bandana material or hang down in the back like a scarf. Hair bands cannot be wider than 1".

A small bow or flower accessory is allowed in your hair, but no larger than 3" in diameter.

**PROFESSIONAL DRESS & SPIRT DAY DRESS GUIDELINES**

Shoes are the same requirement as when in uniform. Flip flops, sandals, high heels over 1½" are not allowed at any time.

No spaghetti straps, strapless, or sleeveless blouses or shirts. Underarms should never be exposed.

All jewelry guidelines are the same in uniform or professional dress.

No ripped, torn or stained clothing.

No shorts.

No skirts or dresses shorter than the knee.

No demonstrations of excessive skin exposure.

No clothing with offensive writing.

No hats or bandannas unless prior approval is received for religious or medical related reasons.

Occasionally, Salon Success Academy will have days when the Dress Code expectations may be adjusted to meet the expectations of the event. On these occasions the Campus Director will provide the expectations of those exceptions to our Dress Code.

**UPLAND STAFF DIRECTORY**

**Administration**

Robin Ramirez	Campus Director, Licensed Cosmetologist, Education Director
Mary Rosas	Admissions Representative
Rose Alcantar	Admissions Representative
Olivia Villalba	Student Services

**Cosmetology Instructor(s)**

Stephanie Abeyta	Licensed Cosmetologist
Elizabeth Estonilo	Licensed Cosmetologist
Evelyn Mangandi	Licensed Cosmetologist, Licensed Barber
Lisa Benjamin	Licensed Cosmetologist
Heather Trevino	Licensed Cosmetologist

**Barbering Instructor(s)**

Amber Greer	Licensed Cosmetologist, Licensed Barber
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**Manicuring/Nail Care Instructor(s)**

Lisa Benjamin	Licensed Cosmetologist
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**Esthetician Instructor(s)**

Julia Moorman	Licensed Esthetician, MUD Certified
Marisol Leon	Licensed Esthetician, MUD Certified

## WEST COVINA STAFF DIRECTORY

### Administration

Linda Rios Campus Director, Licensed Cosmetologist, Education Director  
Anna Bufanda Student Services / Admissions  
Alex Ramos Admissions Representative

### Cosmetology Instructor(s)

Veronica Aspesi Licensed Cosmetologist  
Lydia Guerrero Licensed Cosmetologist

### Barbering Instructor(s)

Nicole Holguin Licensed Cosmetologist  
Brent Burns Licensed Cosmetologist

### Manicuring/Nail Care Instructor(s)

Linda Rios Licensed Cosmetologist

### Esthetician Instructor(s)

Kendall McCloud Licensed Esthetician, MUD Certified  
Sarah Gode Licensed Esthetician

## CORONA STAFF DIRECTORY

### Administration

Patricia Acosta Campus Director, Licensed Cosmetologist  
Charlene Mann Admissions Representative, Student Services

### Cosmetology Instructor(s)

Katrina Fluegge Licensed Cosmetologist  
Monica Gonzales Licensed Cosmetologist, Licensed Barber,  
Christine Brunette Licensed Cosmetologist

### Barbering Instructor(s)

NA

### Manicuring/Nail Care Instructor(s)

Katrina Fluegge Licensed Cosmetologist

### Esthetician Instructor(s)

Ronda Alden Licensed Esthetician, MUD Certified  
Amber Aurelio Licensed Esthetician, MUD Certified

## REDLANDS STAFF DIRECTORY

### Administration

Judy Rivero Campus Director, Licensed Cosmetologist  
Linda Harris Student Services  
Helena Zuniga Admissions Representative

### Cosmetology Instructor(s)

Kathleen Henrich Licensed Cosmetologist  
Clara Contreras Licensed Cosmetologist

Julianna Strutton Licensed Cosmetologist, MUD Certified  
Christine Pulido Licensed Cosmetologist, MUD Certified

**Barbering Instructor(s)**

NA

**Manicuring/Nail Care Instructor(s)**

Kathleen Henrich Licensed Cosmetologist

**Esthetician Instructor(s)**

Janetta Smith Licensed Esthetician, MUD Certified

Luana Smit Licensed Esthetician

**FONTANA STAFF DIRECTORY**

**Administration**

Kyrsten Dixon Campus Director, Student Services, Licensed Cosmetologist, Licensed Esthetician,

**Cosmetology Instructor(s)**

Shayla Gutierrez Licensed Cosmetologist, Licensed Barber

Lindsey Haney Licensed Cosmetologist

Paige Belman Licensed Cosmetologist

**Barbering Instructor(s)**

NA

**Manicuring/Nail Care Instructor(s)**

Shayla Gutierrez Licensed Cosmetologist, Licensed Barber

Paige Belman Licensed Cosmetologist

**Esthetician Instructor(s)**

NA

**RIVERSIDE STAFF DIRECTORY**

**Administration**

Shanell Blackshear Campus Director, Licensed Cosmetologist

Patricia Gledhill Student Services

Curtis Speller Admissions Director

**Cosmetology Instructor(s)**

Manuella Rodriguez Licensed Cosmetologist

Tamara Ward Licensed Cosmetologist

Crystal Ortiz Licensed Cosmetologist

**Barbering Instructor(s)**

Petrie Lopez Licensed Cosmetologist, Licensed Barber

Vida Anthony Licensed Cosmetologist

**Manicuring/Nail Care Instructor(s)**

Crystal Ortiz Licensed Cosmetologist

Manuella Rodriguez Licensed Cosmetologist

**Esthetician Instructor(s)**

NA

**INDEMNITY AGREEMENT**

Whereas, Salon Success Academy and the party identified herein as "Student" have entered into a contract whereby student will receive certain schooling from Salon Success Academy and in doing so will receive access to the facilities of schools operated by Salon Success Academy



Whereas, Salon Success Academy requires that as a condition of entering into such education agreement with student understanding and accept the risk inherent in utilizing Salon Success Academy facilities.

Now therefore, the parties agree as follows: (1) the facilities offered by Salon Success Academy which will be attended by students, have implements such as scissors, electronic machinery, poisons, dyes and other potentially dangerous equipment present.

Student understands and accepts responsibility for correctly utilizing such equipment and to the extent the student is injured through the use of such instruments or while upon the facility of Salon Success Academy, student releases and holds Salon Success Academy harmless for any claims arising thereby. (2) Student is aware of the type and quality of the risk which student will experience in the course of being present upon the premises of Salon Success Academy and therefore, indemnifies Salon Success Academy for any claims that student might take against Salon Success Academy for injuries sustained during students' use of the premises and equipment there on.

## **FEDERAL CONSUMER INFORMATION**

### **BASIC FINANCIAL AID INFORMATION NEED-BASED AND NON-NEED BASED FEDERAL PROGRAMS**

Salon Success Academy, can offer quality education at surprisingly affordable cost. However, many qualified students will need financial assistance in the form of Federal Aid in order to attend any of our schools.

Each location may offer extensive Federal Financial Aid to qualified students who deserve a post- secondary education but do not have adequate financial means to do so.

### **NEED-BASED AND NON NEED-BASED STATE AND LOCAL AID PROGRAMS, SCHOOL AID PROGRAMS AND OTHER PRIVATE AID PROGRAMS**

Salon Success Academy does not currently offer local aid funding.

### **HOW STUDENTS APPLY FOR FEDERAL STUDENT AID AND HOW ELIGIBILITY IS DETERMINED**

Students enrolling in Salon Success Academy, should make application for Federal Financial Aid using the Free Application for Federal Student Aid (FAFSA) on the web:

<http://www.fafsa.ed.gov/>

A student's financial aid package may include a Federal Pell Grant, Federal Supplemental Education Opportunity Grant, and Federal Stafford Direct Loan. You should use FAFSA4caster to learn more about the financial aid process and get an early estimate of your eligibility for federal student aid.

You can access the FAFSA4caster at: <http://www.fafsa4caster.ed.gov/F4CApp/index/index.jsf>

Seniors in High School who are ready to fill out the FAFSA:

High school seniors in the last semester of school must fill out a FAFSA to determine their eligibility for financial aid.

Why should a student consider using the FAFSA4caster?

1. The Site will help students understanding Federal Student financial aid.
2. It will assist students in determining how they can apply for Federal student aid and who qualifies?
3. It allows students to get an early start on the financial aid process by learning the basics.

### **HOW THE SCHOOL DISTRIBUTES AID AMONG STUDENTS**

Most Federal Financial Aid is awarded on the basis of financial need. Need is the difference between your cost of education (educational expenses such as tuition, room board, books, supplies and other expenses) and the amount you and your family are expected to contribute toward your education.

A standard formula is used for all applicants to determine this amount, which is called the expected family contribution (EFC). If there is anything left over after subtracting the expected family contribution from your cost of education you are then considered to have financial need.

## THE RIGHTS AND RESPONSIBILITIES OF A STUDENT RECEIVING FEDERAL STUDENT AID

The student has the right to ask the school:

- The name of its accrediting and its licensing organizations.
- About its programs; its instructional, laboratory, its physical facilities, and its faculty.
- What the cost of attending is and the institutions policies concerning refunds and Return to Title IV (R2T4) to students who drop out.
- What financial assistance is available at Salon Success Academy; including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting an application for each available financial aid program.
- How it determines a student's eligibility and need for financial aid.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when a student must start repaying.
- What is deferment of repayment or forbearance for certain defined periods. How do you know if you qualify and how do you request deferment or forbearance.
- Provide written information on student's loan obligations and information on your rights and responsibilities as a borrower.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines when and whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP. How failing to maintain SAP affect your Title IV eligibility.
- What special facilities and services are available to student with disabilities and how to request Reasonable Accommodation.

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

- Review and consider all the information about the school's program before enrolling.
- Pay special attention to the application process for Federal student financial aid, complete it accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent your receiving aid timely
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all enrollment and verification documentations, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you were asked to sign.
- Ensuring you are aware that you must start making monthly repayment on your student loan after your grace period ends, unless you have a deferment or forbearance. When you sign your master promissory note (MPN), you are agreeing to repay your loan.
- Attend an exit interview at the time you leave the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that you may be responsible and have liability for portions of Title IV funds returned by the institution on your behalf.
- Understand that there could be liabilities when errors are made as a result of inconsistent information provided by the student that results in funds being awarded that a student was not eligible for that were advanced to you or credited to your school account.

## HOW AND WHEN WILL FINANCIAL AID BE DISBURSED

Financial Aid and Title IV funds will be disbursed at 0 hrs, 450 hours, 900 hours, and 1250 hours. Students must meet these clock hour requirements in order to be eligible for Title IV funding disbursement. Each student will be

evaluated on an individual basis to determine eligibility based on total cumulative hours and weeks in each payment period.

### **THE TERMS AND CONDITIONS OF ANY EMPLOYMENT THAT IS PART OF THE FINANCIAL AID PACKAGE**

Salon Success Academy's does not employ any students who are currently receiving financial aid and are attending the school programs.

### **THE TERMS OF THE SCHEDULE FOR AND THE NECESSITY OF LOAN REPAYMENT AND REQUIRED LOAN EXIT COUNSELING**

The formula for determining the amount of loans is:

(Cost of Attendance) – Minus (EFC) – Minus (estimated financial assistance)  
= (Need for subsidized Stafford)

An unsubsidized loan can replace the EFC.

### **APPLICATION FOR LOAN:**

To receive a Stafford Direct Loan, a student must complete a Free Application for Federal Student Aid and a Master Promissory Note. (MPN)

In the traditional paper process, the MPN might be completed at the school by the student and submitted to the lender or school. In other cases the school certifies the loan based on the student's acceptance of the aid package, and the lender or the school's servicer sends the MPN to the student for signature. Regardless of how this is done, the Borrowers' Rights and Responsibilities Statement must be provided to the borrower with the MPN.

### **Required borrower information on the MPN:**

The MPN contains identifying information including name, permanent address, a date of birth, social security number, driver's license number, and two personal non-student adult references with U.S. addresses. The borrower must read, sign and date the MPN.

### **HOW MUCH SHOULD I BORROW**

You may borrow only as much as you need to help cover your school expenses (direct and in-direct).

### **HOW MUCH INTEREST WILL I PAY**

The interest rate on Direct subsidized and Unsubsidized Loans is a variable rate that is adjusted each year on July 1. As a result, your interest rate may change annually, but it will never exceed 8.25 percent. You will be notified annually of the actual interest rate for each loan that you receive.

Interest is not charged on your subsidized loan while you are enrolled at least half-time, during your grace period and during deferment periods. Interest is charged on your Direct Subsidized Loan during all other periods, starting on the day after your grace period ends, (including forbearance periods). Interest is charged on your unsubsidized loan during all periods, starting on the day it is disbursed.

\*If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund and if student receives federal student financial aid funds the student is entitled to a refund of the money not paid from federal financial aid funds.

### **CONTACT INFORMATION**

U.S. Department of Education Direct Loan  
Servicing Center  
P.O. Box 4609  
Utica, NY 13504-4609  
1 (800) 848-0979  
[www.dl.ed.gov](http://www.dl.ed.gov)

### **Adverse Credit History of Borrowers of Plus (Loan)**

The parent may not have adverse credit to borrow a PLUS. This is defined in the regulations as the applicant being 90 days or more delinquent on a debt or having been subject in the last five years to a default determination, bankruptcy discharge, foreclosure, repossession, tax lien, wage garnishment or write off of an FSA debt. The absence of any credit history is not considered adverse credit. Lenders may establish more restrictive credit standards for determining adverse credit.

If the parent borrower has an adverse credit history the applicant has the option of receiving a PLUS using a creditworthy endorser. If an endorser is used a separate Endorser Addendum is required for each PLUS loan. If an endorser is involved a new MPN must be used. The endorser is only liable for the specific loan or loans he/she has agreed to endorse.

### **School Certifies/Originates the Loan:**

The school's primary responsibilities in the loan application process are to ensure the completeness and accuracy of the MPN based on information it has available.

Checklist for loan certification:

For all Federal Direct Loans programs applications: the school must:

- Confirm that the student and parent meet the definition of eligible borrower. This would include the student's grade level, loan period and the amounts of the disbursements as well as the student's enrollment status and anticipated completion/graduation date. The school must confirm the student's dependency status for PLUS. Check on NSLDS to check the student's financial aid history, including loan limits. It must document the student's COA, EFC and estimated Financial Aid in the student's file. It must be available to the lender, guarantor, or the Department.
- Determine the student's enrollment status and SAP
- Review NSLDS information on ISIR to ensure that the student (or both the student and parent in the case of PLUS loan) is not in default on any FSA loan and does not owe a refund on any FSA grant or scholarship and will not exceed the annual or aggregate loan limits applicable to borrowers.
- Ensure the amount of the loan in combination with other aid will not exceed the student's financial need or the annual or aggregate loan limit.

### **For Federal Direct Stafford Loan the school must also:**

- Determine the student's Pell grant eligibility (for a sub Stafford the need analysis must use official EFC calculated by the Department to determine the student's financial need), and if eligible include the grant in the student's aid package.
- For an unsubsidized Stafford loan, first determine the student's eligibility for a Stafford loan
- Prorate Stafford loans for programs of study that are shorter than an academic year and for programs in which the remaining period of study is less than an academic year in length
- Ensure that the loan disbursement dates meet the cash management and disbursement requirements for Stafford loans.

A separate PLUS MPN is required for each dependent student or if both parents want to borrow individually on behalf of the student.

### **Additional Unsubsidized Direct Stafford:**

Dependent students whose parents are unable to borrow PLUS loans due to adverse credit or other exceptional circumstances may receive additional unsubsidized amounts at the same level as independent undergrad students. The amounts are limited

### **Guidelines for determining student's eligibility:**

- Parent's unwillingness to borrow a PLUS does not make the dependent student eligible
- The aid administrators belief that a parent should not borrow a PLUS does not make the student eligible
- Only one parent must apply for a PLUS and be denied based on adverse credit history. However if both

parents apply independently and one is approved and one denied, the student is not eligible for increased loan amounts.

- The parents denied of PLUS based on adverse credit in one year does not support the dependent's eligibility in subsequent years.
- The dependent student may become eligible at any time during an academic year if the parent has been approved and later denied.

The dependent student may be eligible for increased unsubsidized loan amounts if you determine and document that other exceptional circumstances exist that will prevent a student from borrowing:

- The parent is incarcerated and therefore ineligible
- Parent's whereabouts are unknown
- Parents income limited to Public Assistance or disability and you have evidence that the lender that makes loans to students and parents at the school has denied a PLUS loan or will not make a PLUS loan to a parent under its lending policy due to the parent's existing debt burden, income to debt ratio, likely inability to repay or other credit standards.

### **Scheduling Disbursements:**

Disbursements will be established with the lender. This is the date that the funds are disbursed to the student. In keeping with the three day turnaround time for payment of FSA funds to the student. For Stafford Direct Loans the school may request the Stafford Direct funds may be provided on the thirty first day of classes for the first payment period for a first year, first time Stafford Direct Loan borrower

### **Exit Counseling**

All students who are graduating or withdrawing from school must receive exit counseling

The school will ensure that students receive exit counseling before they leave school. Counseling may be provided in person (individually or in groups), or using audiovisual materials. As with entrance counseling, exit counseling is offered on the Web by guarantors and lenders. Student borrowers should be advised to complete online exit counseling or come to the counseling session at the school shortly before graduating, or ceasing at least half-time enrollment. Student Financial Planners at Salon Success Academy are reasonably available to answer questions from student borrowers. One of the borrowers' obligations is to participate in an exit counseling session.

Some of the same material presented at the entrance counseling session will again be presented during exit counseling. The emphasis shifts to more specific information about loan repayment and debt-management strategies. The following information will be provided as part of exit counseling:

1. Exit counseling emphasizes the seriousness and importance of the repayment obligation.
2. The lender sends payment coupons or billing statements as a convenience for the borrowers. Not receiving them does not relieve the borrower of his or her obligation to make payments.
3. Many lenders encourage borrowers to set up electronic debiting of bank accounts to repay their loans.

The regulations require that exit counseling describes the likely consequences of default, including adverse credit reports, and litigation. Students will be informed of the charges that might be imposed for delinquency or default, such as lenders or guarantor's collection expenses (including attorney's fees). Defaulters often find that repayment schedules for loans that have been accelerated are more stringent than the original repayment schedule. A defaulter is no longer eligible for any deferment provisions, even if he or she would otherwise qualify. The defaulter's federal and state tax refunds may be seized and wages garnished, and the borrower loses eligibility or any further funding from the FSA programs.

The student will receive an explanation of the use of the Master Promissory Note. The student will be advised to read carefully the MPN and the Borrowers Rights and responsibilities statement again.

Emphasis will be given that repayment is required, regardless of educational outcome or subsequent employability. The student borrower will be informed that they are obligated to repay the full loan even if they did not finish the program, cannot obtain a job after graduation, or is dissatisfied with the school's educational program or other services.

Sample monthly repayment accounts will be provided. The borrower will be given an estimate of the average anticipated monthly payments based on their indebtedness (or the average indebtedness of Stafford borrowers at our school or in the same program). The borrower will receive a sample loan repayment schedule based on their total indebtedness. A loan repayment schedule will usually provide more information than just the expected monthly payment. For instance, it would show the varying monthly amounts expected in a graduated repayment plan. The lending organization is not required to send the repayment schedule to the student until the grace period. Repayment options will be reviewed with the student. The counseling will review the payment options, such as the standard, extended, graduated and income-contingent income sensitive plans. The option of consolidating loans will also be discussed. Consolidation loans are available through the Federal Direct Student Loan Program. Debt Management Strategies will be discussed. The counselor will stress the importance of developing a realistic budget, based on the student's minimum salary requirements. It is helpful to have the student's budget reflect the loan payment as a fixed cost, like rent and utilities. Forbearance, deferment, and cancellation options will be discussed including:

1. If a student cannot make scheduled payments and does not qualify for a deferment, the lender may allow the student to temporarily make smaller payments or temporarily stop making payments. Interest continues to be charged during forbearance. Some reasons why forbearance may be granted are financial hardship and/or illness. The lender must grant forbearance if the student has a monthly debt burden for Title IV loans that collectively equals or exceeds 20% of their total monthly gross income (for up to three years). There are several other reasons listed in the Borrowers Rights and Responsibilities.
2. Deferments mean that the student does not have to make payments in certain circumstances. If the student is attending school at least half-time, or if the student is unemployed, if the student is experiencing economic hardship as determined by federal law for up to three years. (See student's rights and responsibilities).

### **The terms and conditions under which students receiving federal education loans may obtain deferments**

The following lists of deferments are available to students who have federal student loans.

#### **Deferment Definitions**

1. **Action Programs Deferment**  
Borrowers may postpone payments with this deferment type while serving full-time in the Action Programs for at least one year.
2. **Armed Forces Deferment**  
This deferment type may be used to postpone payments for a borrower serving in the military on active duty status.
3. **Dependent Student Enrolled at Least Half-time Deferment**  
Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is enrolled at least half-time at an eligible school.
4. **Dependent Student Enrolled Full-time Deferment**  
Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is enrolled full-time at an eligible school.
5. **Dependent Student in a Full-time Rehabilitation Training Program Deferment** Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is engaged in a full-time rehabilitation training program.
6. **Economic Hardship Deferment**  
This deferment postpones payments for a borrower during times of financial difficulty where the borrower receives public assistance, serves in the Peace Corps, receives the deferment on a Direct or Perkins loan, or meets specific income criteria.
7. **Full-time Student Deferment**  
Any borrower who is certified by an eligible school as enrolled on a full-time basis may receive this deferment.
8. **Graduate Fellowship Deferment**

This deferment type postpones payments for borrowers engaged in a full-time course of study in a Graduate Fellowship program.

**9. Internship/Residency Deferment**

This deferment type postpones payments for a borrower engaged in an Internship/Residency program.

**10. Less than Full-time but at Least Half-time Student**

In order to qualify for this deferment, an eligible school must certify that the borrower is enrolled at least half-time.

**11. National Oceanic and Atmospheric Administration (NOAA) Deferment**

Borrowers serving in the National Oceanic and Atmospheric Administration (NOAA) on active duty status may use this deferment type to postpone payments.

**12. Parental Leave Deferment**

This deferment type may postpone payments for a pregnant borrower or one caring for a newborn child or a newly adopted child.

**13. Peace Corps Deferment**

Borrowers may postpone payments with this deferment type while serving in the Peace Corps for at least one year.

**14. Public Health Service Deferment**

This deferment type postpones payments for borrowers serving full-time as an officer in the Commissioned Corps of the Public Health Service.

**15. Rehabilitation Training Deferment**

This deferment type is available for borrowers engaged in a full-time rehabilitation training program.

**16. Tax-exempt Organization Deferment**

This deferment type may postpone payments for full-time paid volunteers in a tax-exempt organization.

**17. Teacher Shortage Area Deferment**

This deferment type is available to borrowers when teaching in a designated teacher shortage area.

**18. Temporary Total Disability Deferment**

This deferment type may postpone payments for a borrower with a condition that prevents them from working or going to school, or who is caring for a disabled person.

**19. Unemployment Deferment**

This deferment type postpones payments for borrowers who are seeking full-time employment through registry with an employment agency or are receiving unemployment benefits.

**20. Working Mother Deferment**

This deferment type may postpone payments for mothers who recently re-entered the workforce.

The student will be informed of the Availability of Loan Information on NSLDS and the availability of the FSA Ombudsman's Office. The borrower's loan history can be reviewed on NSLDS (PIN required for access). Students without Internet access can identify their loan holder by calling 1-800- 4-fed-aid. The borrower will be made aware that the information on the NSLDS site is updated by lenders and guarantors and may not be as current as the latest information from the loan holder. The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed. Normally the bank and/or guarantor can help with any problem

**Review the Student's Rights and Responsibilities:** The student received this with the MPN at the beginning of the loan process and it should be reviewed again at the exit interview.

The importance of keeping loan records will be reinforced with the student. The borrower should keep the loan repayment schedule provided by the lender when repayment begins as well as records of loan payments—including cancelled checks, money order receipts. The student should keep copies of any requests for deferment or forbearance, or any other correspondence with the loan holder.

The School will collect and update personal and contact information: During exit counseling, the aid office will obtain the borrower's expected permanent address after leaving school, the address of the borrower's next of kin, and the name and address of the borrower's expected employer (if known). A school will correct its records to reflect any

changes in the borrower's name, address, Social Security Number, or references and will obtain the borrower's current driver's license number and state of issue. Within 60 days after the exit interview, the financial aid office will provide this information to the loan vendor.

The student will also be provided with the current name and address of the borrower's lender (or Federal Vendor), based on the latest information. An explanation will be given of how to complete deferment forms and how to prepare correspondence to the lender or vendor will also be included. Emphasis will be made that the borrower should always keep copies of all correspondence from and to them about their loans. It will be stressed that a borrower must make payments on their loans even if the borrower does not receive a payment booklet or a billing notice.

If the student borrower drops out without notifying the school, we will confirm that the student has either completed online counseling, or exit counseling material will be mailed to the borrower at their last known address. The material must be mailed within 30 days of learning that a borrower has withdrawn or failed to participate in an exit counseling session. When we mail these exit materials, we are not required to use certified mail with a return receipt requested, but we must document in the student's file that the materials were sent. If the student fails to return the Exit Counseling material including the contact information, we are not required to take any further action.

Grace Period: Once the student withdraws, leaves school or graduates on the subsidized loans there is a grace period of six months. During this time no interest accrues on the subsidized loan. On an unsubsidized loan the interest is paid during the loan period but the principal is not paid until after the grace period. The borrower has a choice of paying the interest or having it capitalized – adding the accrued interest to the original loan principal. PLUS loan repayment begins sixty days after the second disbursement and interest begins at that point.

Repayment on all loans is up to ten years with a minimum repayment of \$50.00 per month.

### **General Information about the school**

By putting a request in writing to the school director you may review the letter of accreditation and the license or letter of approval from the state agency that approves the school. This request will be honored within 30 days of receiving the written request.

### **Special facilities and services available to disabled students**

No qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction. 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 Executive Director, Operations. You may request academic adjustments or auxiliary aids at any time. The VP of Student Services & Compliance 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 VP of Student Services & Compliance 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. You may contact the VP of Student Services & Compliance by telephone at 909 982-4200
- 2) The VP of Student Services & Compliance will respond within two weeks of receiving the request.

### **COST OF ATTENDING SCHOOL**

The cost of attending school can be found online at

<http://nces.ed.gov/collegenavigator/?q=salon+Success+Academy&s=CA>



## ON-CAMPUS HOUSING

Salon Success Academy does not offer on campus housing. The Institution provides housing referral assistance for locations within a reasonable distance from the campus. The approximate monthly range for one bedroom rental apartments is \$800.00-\$1,200.00.

### **Explanation of Return of Title IV Funds in the event of withdrawal or termination:**

Only the Title IV programs are to be included in this calculation

You must keep in mind that when you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. The school will calculate the amount of tuition it must return to the Federal funds according to the policies listed below:

The Return of Title IV Funds is NOT a Refund Policy. Instead, the Federal regulations (beginning with October 7, 2000) require the use of a Return to Title IV calculation to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. Any student receiving Title IV funds will be subject to these regulations.

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Federal Direct Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans and in some cases, certain state grant aid (LEAP/SLEAP), GEAR UP grants, and SSS grants to students.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds directly.

However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must be paid within 45 days, and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Federal Perkins Loan
4. Federal Direct Parent (Plus) Loan
5. Federal Pell Grant
6. Federal Supplemental Opportunity Grant
7. Other Title IV Assistance

There are some Title IV funds that you were scheduled to receive that you cannot *earn* once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not earn any Direct loan funds that you

would have received had you remained enrolled past the 30<sup>th</sup> day.

Title IV Future Professionals reentering within 180 days of withdrawal date will resume at the same status as prior to withdrawal.

If you receive (or your school or parents receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an *overpayment*. The amount of a grant overpayment that you must repay is half of the received amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on *Student Aid on the Web* at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

The Return of Title IV Funds is NOT a Refund Policy. Instead, the Federal regulations (beginning with October 7, 2000) require the use of a Return to Title IV calculation to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. Any student receiving Title IV funds will be subject to these regulations.

NOTE: If the initial amount of the overpayment owed by the student is \$25.00 or less, the student repayment requirement is forgiven.

**The availability of a GED program, if the school admits students who do not have a high school diploma or equivalent**

Salon Success Academy does not offer a GED program as part of the Institution.

## CAMPUS SECURITY REPORT

### CRIME STATISTICS

In accordance with the Jeanne Clery 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. A copy of this report will be provide to you on request or before you enroll in Salon Success Academy. 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 related to its educational purpose. The following criminal offenses, published October 1, of each year, include any crime statistics that occurred on campus during the previous three year period. You can review the campus crime report any time by visiting log on to <http://nces.ed.gov/collegenavigator/?q=salon+Success+Academy&s=CA> selecting the school location and then selecting Campus Security.

#### **Hate Offenses:**

**The 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.**

Salon Success Academy 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.

**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).

#### **EMERGENCY EVACUATION PLAN**

This school's campus consists of one building. If an emergency evacuation is required you will be notified by your instructor and follow the emergency plan posted in the area you are currently located in. On an annual basis the institution will conduct an emergency evacuation drill.

Each classroom has emergency evacuation procedures posted in the room. Please make yourself familiar with these evacuation procedures.

#### **Contacts information for student financial assistance and general institutional issues for attending a study abroad program that is approved for credit by the home school;**

Salon Success Academy does not currently have any agreements with any institutions overseas for training of students where credit received would be used to meet the graduation requirements of Salon Success Academy.

#### **Information regarding the availability of FSA program funds for study abroad programs.**

If you are currently receiving financial aid from Salon Success Academy, and the school has a program for study abroad you can use it for the study abroad program. Talk to your financial aid officer about what can and can't be applied to a program of study abroad.

The Higher Education Act (HEA) of 1992 mandated that a student can receive financial aid for study abroad if the student is enrolled in a program approved by the home institution. Moreover, the student would be eligible to receive "grants, loans, or work assistance without regard to whether the study abroad program is required as a part of the student's degree."

#### **DRUG AND ALCOHOL ABUSE INFORMATION**

Following you will find the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and what Salon Success Academy requires of Staff and Students. Salon Success Academy provides to each student who enrolls an individual copy of this policy describing in more detail what drug and alcohol abuse is and how to recognize it.

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 Veterans 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 Charter Medical Group 1710 Barton Road, Redlands, Calif. 1-800 622-9299.

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, 1-800-444-9999 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.

## **DIVERSITY**

You can review the diversity of Salon Success Academy by going to the following web site address

<http://nces.ed.gov/collegenavigator/?q=salon+Success+Academy&s=CA>. Select the location you wish to review then select enrollment to review the diversity of the campus.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **COPYRIGHT INFRINGEMENT**

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

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## **CONSTITUTION DAY**

Salon Success Academy complies with the Federal Requirements for Title IV funding by requiring all students to receive information on the US Constitution every September 17th. If the 17th does not fall on a school day, the information will be given on the school day preceding the 17th of September.

## **VOTER REGISTRATION**

Voters are encouraged to register at least 29 days before an election to ensure that they receive their voting materials. Registration forms are available at most post offices, libraries, city and county offices, Department of Motor Vehicles, etc., **or An on-line voter registration request form is available at the Secretary of State's website ([www.sos.ca.gov](http://www.sos.ca.gov))**. Or download voter registration forms at: **San Bernardino County** <http://www.sbcounty.gov/ROVVoterRegistrationForm/documents/OnlineVoterRegistration.pdf>

**Los Angeles County** <https://www.sos.ca.gov/nvrc/fedform/>

**Riverside County** <http://www.voteinfo.net/voterRegistrationInformation.asp> **or call Registrar of Voters Office**

**(909) 387-8300 Toll Free (800) 881-VOTE (8683)** Completed registration cards can be returned by mail to the Registrar of Voters, postage is pre-paid. Voter registration cards are processed upon receipt by the Registrar of Voters Office, and in approximately three to four weeks, voters receive a Voter Notification Card in the mail as proof of registration. A voter should review the information on the card for accuracy and notify the Registrar of Voters of any incorrect information.

**NOTE:** If you have just moved to California, there is no waiting period required to register. However, you **must be** registered **15 days prior to the date** of the next election to be eligible to vote. You may pick up a voter registration form from the school main office or by downloading the form from the following web site

## **VACCINATION POLICY**

Salon Success Academy does not have a policy on vaccination at this time. The state of California does not require licensee to have had any types of vaccinations.

## **WHAT THE ACRONYMS MEAN**

**EFC:** Expected family contributions

**MPN:** Master Promissory Note

**PLUS:** Parent Loan for Undergraduate Students

**FSA:** Federal Student Aid

**NSLDS:** National Student Loan Data System

**COA:** Cost of Attendance

**SAP:** Satisfactory Academic Progress

**ISIR:** Institutional Student Information Report

**Unsubsidized Loan:** Interest is not paid by Federal government  
**FSEOG:** Federal Supplemental Educational Opportunity Grant  
**SLEAP:** Special Leveraging Educational Assistance Partnership  
**LEAP:** Leveraging Educational Assistance Partnership  
**GEARUP** Gaining Early Awareness and Readiness for Undergraduate Programs  
**SSS:** Student Support Services  
**FFEL** Federal Family Education Loan  
**FERPA** Family Educational Rights and Privacy Act.

#### **INDEMNITY AGREEMENT**

Whereas, Salon Success Academy and the party identified herein as "Student" have entered into a contract whereby student will receive certain schooling from Salon Success Academy and in doing so will receive access to the facilities of schools operated by Salon Success Academy

Whereas, Salon Success Academy requires that as a condition of entering into such education agreement with student understanding and accept the risk inherent in utilizing Salon Success Academy facilities.

Now therefore, the parties agree as follows: (1) the facilities offered by Salon Success Academy which will be attended by students, have implements such as scissors, electronic machinery, poisons, dyes and other potentially dangerous equipment present.

Student understands and accepts responsibility for correctly utilizing such equipment and to the extent the student is injured through the use of such instruments or while upon the facility of Salon Success Academy, student releases and holds Salon Success Academy harmless for any claims arising thereby. (2) Student is aware of the type and quality of the risk which student will experience in the course of being present upon the premises of Salon Success Academy and therefore, indemnifies Salon Success Academy for any claims that student might take against Salon Success Academy for injuries sustained during students' use of the premises and equipment there on.

The school Catalog can be accessed on the school website at <http://www.Salonsuccessacademy.com>

#### **GOVERNING AGENCIES**

The Board of Barbering and Cosmetology, set minimum standards for the program of studies at Salon Success Academy. In accordance with Education Code Section 94316.12 the following are the names, addresses and phone numbers of the licensing agencies and accreditor.

Board of Barbering and Cosmetology  
PO Box 944226  
Sacramento, CA 94244-2260  
Phone: (916) 445-7061  
Website: <http://www.barbercosmo.ca.gov/>

Bureau for Private Postsecondary Education  
P.O. Box 980818 West Sacramento, CA 95798  
By E-mail to: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
Phone: 916-574-7720 Toll Free: (888) 370-7589

The National Accrediting Commission of Career Arts & Sciences  
3015 Colvin Street, Alexandria, VA 22314  
(703) 600-7600.