

*My* **BEAUTY & BARBER** *College*  
**School Catalog**

Barbering Course, Cosmetology, Esthetician, Manicuring, and Barbering Crossover Programs

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Effective January 1, 2020 to December 31, 2020

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The information in this catalog is true and correct in content and policy and as certified as true by the Owner/School Director, Leslie Nguyen-Pickett.

Leslie Nguyen-Pickett  
 Leslie Nguyen-Pickett, Owner/School Director

December 4, 2019  
 Date

## **Mission**

The mission of **My BEAUTY & BARBER College** is to be a recognized provider of highly-trained and innovative professionals by offering exceptional Barbering Course, Cosmetology, Esthetician, Manicuring and Barbering Crossover programs to vocational career students. Combining faculty and student passion, academic excellence, and extensive hands-on laboratory training, we prepare students to become entry-level licensed professionals ready for an exciting and successful career in the beauty industry.

## **Objectives of the Barbering Course, Cosmetology, Esthetician, Manicuring, and Barbering Crossover Programs**

Our goal is to provide quality education by implementing a combination of technical instruction and practical operations into our curriculum as well as by giving our students as much experience and practice as possible in a wide variety of up-to-date techniques of barbering, cosmetology, esthetician, and manicuring. In this way, students will perform at the skill level necessary to obtain entry-level employment opportunities. In addition, students will be prepared to pass the California Cosmetologist, Barber, Esthetician or Manicuring Exam. All five programs offered lead to occupations requiring licensure in the state of California. In order to obtain a license in barbering, cosmetology, esthetician or manicuring, candidates for licensure must attend a licensed school and complete the state of California's minimum required training hours:

- Barber License – 1500 hours
- Cosmetologist License– 1600 hours
- Esthetician License – 600 hours
- Manicuring License –400 hours
- Barbering Crossover – 200 hours

## **Licensure**

After completion of training, graduates are required to take and pass a licensing exam issued by the State of California Board of Barbering and Cosmetology before receiving their license and beginning employment in the field.

Students' who complete a state-required training program, including the minimum practical services as established by the California Board of Barbering and Cosmetology, are qualified to take the licensing examination given by the Board. Upon passing the examination, the graduate may obtain a license in the State of California. With this professional license, the graduate may be employed in a barber/styling establishment or a beauty/styling salon, or may own and operate his/her own barber business.

To take the licensing examination, students in the Barbering Course, Cosmetology, Esthetician, Manicuring, and Barbering Crossover programs are required to:

- Complete the total clock hours of instruction in a program at a board-approved school
- An applicant must be at least 18 years old. 17 years of age is acceptable if the student has a high school diploma or the equivalent.
- Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code

In addition to the Proof of Training document, students must also present picture identification, file an Application for Examination, and remit an examination fee. Students must furnish a model, examination kit fees,

and traveling expenses to the Board of Barbering & Cosmetology Examination Centers, located in Los Angeles, CA and Fairfield, CA.

## History

**2002** – Ut Nguyen (the founder) was born in Hue, Vietnam. At 16 years of age, he attended Quoc Hoc University and graduated with a Certificate (equivalent to a bachelor's degree in the US) in Political Science. After the university, he decided that a career in politics was not for him due to political events in Vietnam at the time. Hairstyling had always been his hobby, so in 1971 he and his wife (Kim Yen Nguyen) decided to pursue their hairstyling career in the main capital city, Saigon. Before venturing into their own business, they studied intensively under a famous hairstylist, Hoang Duc, in Hue. Through hard work, practice, and self-discipline, they mastered the skills and techniques of the hairstyling field. As a result, they were able to successfully build a wealthy clientele in Saigon, catering only to the socialites of that era. Their clientele continually grew to include movie stars and musicians as well, and Hoang Yen Salon became well known to everyone who visited or lived in Saigon at that time. The Nguyens worked in their salon through the Vietnam War and its aftermath (the fall of Vietnam to Communism).

Having lived through the war, witnessing and experiencing firsthand the horrific rule of the new Communist Party, they realized that they wanted to take their career in another direction. They wanted to use their skills and knowledge of hairstyling to train youths who had become homeless as a result of losing their family in the war; the Nguyens wanted to provide those youths with an opportunity for a vocational career. In 1985, they decided to close their salon and use the space to develop and expand into a school. Thus, they opened Hoang Yen Hairstyling School, the first hairstyling school in postwar era Saigon. Their first group of students consisted of 30 young adults (18 – 25 years old), both male and female.

In the war's aftermath, many people plunged into extreme poverty, especially the youths who became orphaned. As a consequence, the Nguyens offered to train them without cost in the skilled art of hairstyling. In return, these students agreed to assist with the upkeep of the school. The Nguyens managed the school up until 1991, at which time they felt it was the right time to leave their home country, still under Communist rule, to seek better opportunities, not for themselves, but for their seven children. The Nguyens immigrated to Stockton, California, in November 1991. Even with their extensive experience in the hairstyling field, they went back to cosmetology school to learn basic laws and regulations pertaining to hairstylists required by the state of California.

After acquiring their licenses, Ut Nguyen and his wife were able to acquire Mai's Hair & Nails. Managing the salon for 10 years made them realize what their true passion was: to impart their knowledge and skills from all these years to students who would then be able to use those skills to improve their lives. As a result, My Barber College was founded in 2004. Due to the success of the Barber College, the Nguyens ventured on to establish My Beauty & Barber College. The following timeline shows some key developments in the history of the school:

**2004** --My Barber College was established under the name "My's Barber College" at 6171 Stockton Blvd., #155, Sacramento, CA 95824. The Bureau for Private Postsecondary and Vocational Education (now the Bureau for Private Postsecondary Education) granted approval to operate in July 2004.

**2006** --We changed our name from My's Barber College to My Barber College because the general public does not know that My's is in actuality a name, but in a possessive form. Therefore, to simplify, we took out the "s" in the My, and our name became My Barber College.

**2009** – We moved to a new location on Mack Road to expand our facility. My Barber College and My Beauty College, formed December 1, 2006, merged and became My Beauty & Barber College. Our facility is in Valley Mack Plaza shopping center on Mack Road.



**Ownership** – Kim Nguyen and Leslie Nguyen-Pickett.

## **Approvals**

a. My Beauty & Barber College is a private institution approved to operate by the California Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free number (888) 370 7589 or by fax (916) 263-1897. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

b. My Beauty & Barber College is approved by the Board of Barbering and Cosmetology (BBC), 2420 Del Paso Road, Suite 100, Sacramento, CA 95834, P: 800.952.5216

c. My Beauty & Barber College is accredited by NACCAS, 3015 Colvin St., Alexandria, VA 22314, telephone number (703) 600-7600 or by fax (703) 379-2200. My Beauty & Barber College has a current status of Accreditation on Probation.

d. My Beauty & Barber College is recognized as an eligible institution to participate in Federal Financial Aid Program by The United States Department of Education (ED), 400 Maryland Ave, SW, Washington DC 20202

## **Updating Policy**

The catalog is updated in July of every year or when updates or changes occur throughout the year.

## **Hours of Operations**

Tuesday - Saturday: 9:30 a.m. - 6:00 p.m.

## **Definition of Clock Hours**

A clock hour is defined as 50-60 minutes class, lecture, faculty-supervised laboratory, shop training or recitation in a 60-minute period.

## Program Length

FULL TIME PROGRAM (based on attendance of 7 hours/day x 5 days/week = 35 hours/week):

<u>Program</u>	Barbering Course
<u>Total Clock Hours of Instruction</u>	1,500
<u>Length</u>	Approx. 43 Weeks = 11 months
<u>1.18x Normal Program Length</u>	Approx. 51 weeks = 13 months

<u>Program</u>	Cosmetology
<u>Total Clock Hours of Instruction</u>	1,600
<u>Length</u>	Approx. 46 Weeks = 12 months
<u>1.18x Normal Program Length</u>	Approx. 54 weeks = 13.5 months

<u>Program</u>	Esthetician
<u>Total Clock Hours of Instruction</u>	600
<u>Length</u>	Approx. 18 Weeks = 4.5 months
<u>1.18x Normal Program Length</u>	Approx. 21 weeks = 5.5 months

<u>Program</u>	Manicuring
<u>Total Clock Hours of Instruction</u>	400
<u>Length</u>	Approx. 12 Weeks = 3 months
<u>1.18x Normal Program Length</u>	Approx. 14 weeks = 3.5 months

<u>Program</u>	Barbering Crossover
<u>Total Clock Hours of Instruction</u>	200
<u>Length</u>	Approx. 6 Weeks = 1.5 months
<u>1.18x Normal Program Length</u>	Approx. 7 weeks = 2 months

PART TIME PROGRAM: (based on attendance of 3.5 hours/day x 5 days/week = 17.5 hours/week)

<u>Program</u>	Barbering Course
<u>Total Clock Hours of Instruction</u>	1,500
<u>Length</u>	Approx. 86 Weeks = 21.5 months
<u>1.18x Normal Program Length</u>	Approx. 102 Weeks = 25.5 months

<u>Program</u>	Cosmetology
<u>Total Clock Hours of Instruction</u>	1,600
<u>Length</u>	Approx. 92 Weeks = 23 months
<u>1.18x Normal Program Length</u>	Approx. 108 weeks = 27 months

<u>Program</u>	Esthetician
<u>Total Clock Hours of Instruction</u>	600
<u>Length</u>	Approx. 35 Weeks = 9 months
<u>1.18x Normal Program Length</u>	Approx. 41 weeks = 10.5 months

Program	Manicuring
Total Clock Hours of Instruction	400
Length	Approx. 23 Weeks = 6 months
1.18x Normal Program Length	Approx. 27 weeks = 7 months

Program	Barbering Crossover
Total Clock Hours of Instruction	200
Length	Approx. 12 Weeks = 3 months
1.18x Normal Program Length	Approx. 14 weeks = 3.5 months

## Class Schedule

Full time:	Tuesday - Saturday	9:30 a.m. to 6:00 p.m. with a 60-minute lunch
Part time:	Tuesday - Saturday	9:30 a.m. to 1:00 p.m. with a 15-minute break
	Tuesday - Saturday	2:00 p.m. to 5:30 p.m. with a 15-minute break

## Program Start and End Dates

- Start Date: Barbering Course, Cosmetology, Esthetician, Manicuring & Barbering Crossover are scheduled to begin every Tuesday of the month (Full Time & Part Time).
- End Date:

Course	Required Hours	Months
Cosmetology Full-Time	1600	12 months
Cosmetology Part-Time Day	1600	23 months
Esthetician Full-Time	600	4.5 months
Esthetician Part-Time	600	9 months
Manicuring Full-Time	400	3 months
Manicuring Part-Time	400	6 months
Barbering Course Full-Time	1500	11 months
Barbering Course Part-Time	1500	21.5 months
Barbering Crossover Full-time	200	1.5 months
Barbering Crossover Part-time	200	3 months

## Holidays

The school observes the following holidays, and My Beauty & Barber College will be closed:

1. New Year's Day, January 1, 2020
2. Independence Day, June 30- July 4, 2020
3. Thanksgiving Day, November 24 - 28, 2020
4. Christmas Day, December 24-26, 2020

## Schedule Change

Students are able to request a schedule change from part time to full time or vice versa at any point in their program by submitting a request to the School Director or Director of Education. Part time students are welcome to request a schedule change to increase their hours at any time, and full time students may schedule a decrease in hours as well. A Schedule Change (Enrollment Agreement Addendum) form must be completed.

Requests for a decrease in hours will be granted only for cases such as:

1. Conflict with work hours
2. Family related issues
3. Health reasons

Note: the first schedule change is at no charge to the student, any change thereafter will be subject to a \$100.00 administrative fee. All requests must be submitted in a timely manner and will be approved based on capacity restraints and validity of the request.

## Program Educational Objectives

The programs offered at My Beauty & Barber College aim to prepare students to pass the California State Board Barber, Cosmetology, Esthetician, and Manicurist licensure exams. To achieve this goal, we teach students the fundamentals of barbering, cosmetology, esthetics, and manicuring (tools and different hairstyles, as well as the latest trends, shaves, facials, shampoos, hair-waving, hair-coloring and processing, manicures and pedicures) and expose students to the latest techniques through a combination of technical instruction and practical applications. Using the cumulative knowledge and skills acquired, students will be prepared to perform these operations successfully for the California Barber, Cosmetology, Esthetician or Manicurist exam, as well as on patrons.

## Overview/Curriculum

The curriculum for students enrolled in the *Barbering Course* shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices constituting the art of Barbering. 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:

SUBJECT	Required Technical Hours	Required Practical Operations
Laws and Regulations	20	
Health and Safety Considerations	45	
Disinfections and Sanitation	20	75
Bacteriology, Anatomy, & Physiology	15	
Hairstyling	65	240
Haircutting	20	425
Shaves	100	40
Rest Facials	30	20
Shampoos	15	25

Scalp/Hair Treatment	10	10
Permanent Waving	20	50
Hair Coloring	40	30
Chemical Straightening	20	55
Bleaching	20	20
Additional Training: Life Skills & Professional Ethics	50	20
<b>Total Program Hours:</b>	<b>1500</b>	

The curriculum for students enrolled in the *Cosmetology Program* shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology as defined by the State of California Barbering and Cosmetology Act. The program will have two components: technical instruction and practical operations. Technical instruction is defined as theory instruction, theory examination, Practical State Board Procedures Demonstration, Practical State Board Procedures Examination, and Practical Operation Demonstration on Clients. Practical Operations is defined as the actual performance by the student of a complete service on a mannequin or a client. Technical instruction and practical training shall include the following hours:

SUBJECT	Required Technical Hours	Required Practical Operations
Laws and Regulations	20	
Health and Safety Considerations	45	
Theory of Electricity	5	
Bacteriology, Anatomy, & Physiology	15	
Disinfections and Sanitation	20	40
Wet Hair Styling	65	240
Chemical Waving	20	55
Chemical Straightening	20	50
Haircutting	20	345
Hair Coloring	30	25
Scalp/Hair Treatment		20
Bleaching	30	25
Facials-Manual	5	20
Facials-Electrical	10	10
Facials-Chemical	10	10
Eyebrow/Hair Removal	10	10
Make-up	15	10
Manicuring	5	15
Pedicuring	5	10
Liquid/Powder Nails	10	50 Nails
Artificial Nail Tips	10	50 Nails
Nail Wraps/Repairs	5	20 Nails
Salon Business & Retail Sales	20	
Additional Training: Life Skills & Professional Ethics	100	100
<b>Total Program Hours:</b>	<b>1600</b>	

The curriculum for students enrolled in the *Esthetician Program* shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of Esthetics as defined by the State of California Barbering and Cosmetology Act. The program will have two components: technical instruction and practical operations. Technical instruction is defined as theory instruction, theory examination, Practical State Board Procedures Demonstration, Practical State Board Procedures Examination, and Practical Operation Demonstration on Clients. Practical Operations is defined as the actual performance by the student of a complete service on a mannequin or a client. Technical instruction and practical training shall include the following hours:

SUBJECT	Required Technical Hours	Required Practical Operations
Laws and Regulations	10	
Health and Safety Considerations	40	
Preparation	15	
Disinfections and Sanitation	10	50
Bacteriology, Anatomy & Physiology	15	
Facials:		
1. Manual	20	125
2. Electrical	30	20
3. Chemical	20	20
Eyebrow Arching and Hair Removal:		
1. Tweezers	5	50
2. Wax and Depilatories	20	50
Make up	20	80
<b>Total Program Hours:</b>		<b>600</b>

The curriculum for students enrolled in the *Manicuring Program* shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices constituting the art of manicuring. 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:

SUBJECT	Required Technical Hours	Required Practical Operations
Laws and Regulations	10	
Health & Safety/ Hazardous Substances	20	
Disinfections & Sanitation	20	10
Bacteriology, Anatomy, & Physiology	10	
Manicure & Pedicures	60	60
Application of Artificial Nails		
-Acrylic liquid and powder brush on	15	80 Nails
-Nail Tips	10	60 Nails
-Nail wraps and repairs	5	40 Nails
<b>Total Program Hours:</b>		<b>400</b>

The curriculum for students enrolled in the *Barbering Crossover Program* shall consist of two hundred (200) clock hours of technical instruction and practical operations covering all practices constituting the art of Barbering. 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:

SUBJECT	Required Technical Hours	Minimum Required Practical Operations (actual operations- not hours)
Laws and Regulations	6	
Health and Safety Considerations	7	
Shaves	100	40
Disinfection	6	10
<b>Total Program Hours:</b>	<b>200</b>	

We reserve the right to modify the sequence of the above list of subjects and their contents as needed.

### Textbooks

The school will use the current editions of *Milady's Standard Professional Barbering*, *Milady's Standard Cosmetology*, *Milady's Standard Esthetics* and *Milady's Standard Nail Technology*. A textbook and workbook or other related resource material pertinent to the course taken shall be issued to enrolled students at that point in the curriculum when utilized. Necessary supplies will be maintained in the freshman classrooms. Included in the student's tuition are equipment and supply kits that will be issued by the first day. Students are expected to assume responsibility for the maintenance and safety of their equipment and supplies. Students will be held responsible for replacing lost, stolen or damaged items.

### Admissions Policy

In order to be admitted, students must meet the following requirements:

1. An applicant must be at least 18 years old. *17 years of age is acceptable if the student has a high school diploma or the equivalent.*
2. Non-High School graduates or its equivalent, must be at least 18 years of age (beyond the age of compulsory) and will be required to pass the Ability-To-Benefit test. This documentation will be used to determine the level of English Language proficiency as follows:
  - Our school uses the Wonderlic Basic Skills Test (WBST), Verbal Form VS1 & VS2 and Quantitative Form QS1 & QS2. This test is approved by The U.S. Department of Education with a passing score of (200) for Verbal Form VS1 or VS2, (210) for Quantitative Form QS1 or QS2. This test will be administered by an Independent Test Administrator and not by any school representatives. The school's admissions personnel will provide applicants with additional

information as how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admission.

3. Applicant must pay a \$100.00 non-refundable application fee.
4. Have a valid government issued I.D. Card. (Driver's License, any state, State issued Identification card; Military Identification; United States Passport; Resident Alien – I 551; Employment Authorization – I-7666; I-666B; Certificate of United States Citizenship; United States Citizen Identification Card – I-197; Alien Registration Card – I-5.)
5. An applicant must have a high school diploma or the equivalent (GED, ATB test).
6. A valid Social Security Card and/or Birth Certificate.
7. Have a Tuition Payment Plan. Method of payment may be made in the form of check, cash, Visa, MasterCard, or money order.

\*A legal guardian must accompany any student under than age of 18 who wishes to enroll and possesses a high school diploma or GED.

Ability-to-Benefit (ATB) students can no longer become eligible for federal financial aid. However, students who were enrolled in an eligible program at any Title IV institution prior to July 1, 2012 may continue to establish Title IV eligibility under the ATB test.

*(Federal Student Aid Handbook 2016-2017, Volume 1 Student Eligibility, Chapter 1, Page 9).*

## **Admissions Procedure**

1. As a prospective student, you are required to visit our school, take a tour, and take part in an interview with the school's Director of Education, who will explain the programs in detail.
2. Within one working day, you will be notified of your enrollment status.
3. To complete the application process, you need to provide a copy of your high school diploma, GED certificate, high school transcript or passing results of the Ability-to-Benefit test.

Students who have been withdrawn from a program may request re-entry into the program and are required to meet with the Director. A re-entry request will be considered when the reasons which caused the withdrawal have been rectified. Re-entering students will be charged at the current tuition rates for newly entering students.

## **English Proficiency**

My Beauty & Barber College does not offer visa services to prospective students from other countries or English language services. My Beauty & Barber College does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. the admissions interview; and
2. My Beauty & Barber College's receipt of prior education documentation as stated in the admissions policy.

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

The transferability of credits you earn at My Beauty & Barber College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required



to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending My Beauty & Barber College to determine if your credits or certificate will transfer.

## **Credit Evaluation**

For students who have completed some clock hours at another school, we will accept those transferable hours if the students can provide us with an official transcript from the previous school. Please note: hours are transferable at the discretion of our school administration. Students from out of state must call the State of California Board of Barbering and Cosmetology at (800) 952-5210 to have their hours transferred to California's requirements. After receiving a transfer letter from the State Board, prospective students should contact the school admission office with this information. Appropriate credit will be granted for prior training or experience upon review and verification by the Board of Barbering and Cosmetology if from out of state. For consideration, the student needs to provide documentation to the school.

My Beauty & Barber College will accept all hours from another institution in California with a valid original Proof of Training from that institution. The tuition will be prorated for the hours remaining.

If a student wishes to transfer between programs at this School, the student must receive prior approval from the School Director.

My Beauty & Barber College does not accept hours or credit earned through challenge examinations, achievement tests, or experiential learning.

This institution has not entered into an articulation or transfer agreement with any other college or university.

## **Employment Opportunities**

Graduates will be able to find entry-level employment as barbers, cosmetologists/hair stylists, estheticians or manicurists, salon managers, and/or sales representatives for clippers, shears, trimmers, salon equipment, beauty or barber hair products, and hair tools.

## **Student Records Policies**

The Family Educational Rights and Privacy Act (FERPA) affords students and parent(s) or guardian(s) of dependent minor students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 15 days of the day My Beauty & Barber College receives a request for access.

A student should submit to the School Director a written request that identifies the record(s) the student wishes to inspect. The School Director or designee will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask My Beauty & Barber College to amend a record should write the School Director, clearly identify the part of the record the student wants changed, and specify why it should be changed.

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

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

My Beauty & Barber College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by My Beauty & Barber College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom My Beauty & Barber College has contracted as its agent to provide a service instead of using My Beauty & Barber College employees or officials (such as an attorney, auditor, accreditor, governing agency, or collection agent); the institution provides students' records to NACCAS.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for My Beauty & Barber College.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

My Beauty & Barber College will retain student transcripts and proof of training permanently on digital media. Student records are kept in the school for five years from the last date of attendance. Transcripts are maintained permanently.

For official copies of school records, please contact the School Director. There is no charge for the initial copy of withdrawal or completion documents at the time the student completes or withdraws. There is a \$10.00 fee for additional copies.

## Physical Facility

All courses are taught at 6100 Mack Road, Suite F, Sacramento, CA 95758. Our facility is in Valley Mack Plaza shopping center. It consists of two technical/theory areas, a practical/laboratory area, an office, and a multipurpose room.

Our lecture and laboratory areas are furnished with all the necessary equipment for the Barber, Cosmetology, Esthetician, and Manicuring programs. Our facility is equipped with the following: 70 hair stations, mirrored shelves with cabinets, 5 hair dryers, 5 shampoo sinks, 2 facial chairs, 20 mannequins, students desks, chairs, 8 computers, a flat screen TV, and other equipment.

## Maximum Number of Students in a Classroom and Laboratory

The maximum number of students in a classroom lecture setting is 40. The maximum number of students on the laboratory floor area is 80. The student to instructor ratio is 30:1.

## Fees and Tuition

Barbering Course ---- 1,500 clock hours	Tuition
Application Fee	\$100.00
Tuition Fee @ \$10.00/hr	\$15,000.00
*Supplies / Kit	\$2,800.00
*Books	\$300.00
Student Tuition Recovery Fund Fee [non-refundable]**	\$0.00
<b>TOTAL CHARGES *</b>	<b>\$18,200.00</b>

\* Estimated charges for the period of attendance and the entire program.

\*\*\$0 for every \$1,000 rounded to the nearest \$1,000

Cosmetology Program ---- 1,600 clock hours	Tuition
Application Fee	\$100.00
Tuition Fee @ \$10/hr	\$16,000.00
*Supplies / Kit	\$3,700.00
*Books	\$300.00
Student Tuition Recovery Fund Fee [non-refundable]**	\$0.00

TOTAL CHARGES *	\$20,100.00
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\* Estimated charges for the period of attendance and the entire program.

\*\*\$0 for every \$1,000 rounded to the nearest \$1,000

Esthetician Program ---- 600 clock hours	Tuition
Application Fee	\$100.00
Tuition @ \$12.00/hr	\$7,500.00
*Supplies / Kit	\$1,000.00
*Books	\$300.00
Student Tuition Recovery Fund Fee [non-refundable]**	\$ 0.00
TOTAL CHARGES *	\$8,900.00

\* Estimated charges for the period of attendance and the entire program.

\*\*\$0 for every \$1,000 rounded to the nearest \$1,000

Manicuring Program ---- 400 clock hours	Tuition
Application Fee	\$100.00
Tuition @ \$5.75/hr	\$2,300.00
*Supplies / Kit	\$300.00
*Books	\$300.00
Student Tuition Recovery Fund Fee [non-refundable]**	\$0.00
TOTAL CHARGES *	\$3,000.00

\* Estimated charges for the period of attendance and the entire program.

\*\*\$0 for every \$1,000 rounded to the nearest \$1,000

Barbering Crossover Program---- 200 clock hours	Tuition
Application Fee	\$100.00
Tuition @ \$15.00/hr:	\$3,000.00

*Supplies / Kit	\$100.00
*Books	\$300.00
Student Tuition Recovery Fund Fee [non-refundable]**	\$0.00
<b>TOTAL CHARGES *</b>	<b>\$3,500.00</b>

\* Estimated charges for the period of attendance and the entire program.

\*\*\$0 for every \$1,000 rounded to the nearest \$1,000

**A student who wishes to purchase their supplies and books from a third party may do so. The estimated total for the program from third parties is the amount noted above if purchase through My Beauty & Barber College.**

*In addition, students in all programs will be responsible for the following fees, as applicable:*

If monthly payments are not in by the 5 <sup>th</sup> of every month:	\$50.00
After initial schedule change, schedule change administrative fee:	\$100.00
After the initial copy, withdrawal or completion documents:	\$10.00
Each additional hour attended after the maximum time frame:	\$12.00
Examination fees:	\$200.00
Pre-examination fees:	\$250.00
Supplies / Kit, varies by program	\$3,700.00*
Books	\$300.00*

\*Estimate whether purchased from school or other entity

## **Financial Aid Disclaimer**

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

## **Bankruptcy Disclaimer**

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

## **Student Housing**

My Beauty & Barber College currently does not assume responsibility for student housing, have dormitory facilities under its control, or offer student housing assistance. According to rentals.com for Sacramento, CA, rental properties start at approximately \$420 per month.

## **Student Tuition Recovery Fund**

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for

recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

**Time Clock**

My Beauty & Barber College records time by clock hours. Students are required to clock in and out of school using the time clock located at the front of the school. Hours are given according to the time that a student clocks in and out rounding to the nearest 15 minutes. For example: A student clocking in at 9:35 a.m. and clocking out at 5:55 p.m. will receive 7 ¾ hours for the day. A student clocking in at 9:30 a.m. and clocking out at 6:00 p.m. will receive the full 8 hours. 30 minute lunches are required for full time students and any students that stay on campus beyond 5 hours. Full time students are required to clock out for their lunch.

**Satisfactory Academic Progress (SAP) Policy**

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

An academic year is 900 clock hours and 26 weeks of instruction time. The first year would be at 450 clock hours and 13 weeks, 900 clock hours and 26 weeks of instruction time. The Second year in the Barbering course program would be at 1200 clock hours and 34 weeks, 1500 clock hours and 43 weeks of instruction time.

**EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Evaluation Period	1	2	3	4	
Barbering Course	450	900	1200	1500	actual clock hours
Cosmetology	450	900	1250	1600	actual clock hours
Esthetician	300	600			actual clock hours
Manicuring	200	400			actual clock hours
Barbering Crossover	100	200			actual clock hours

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

## ***ATTENDANCE PROGRESS EVALUATIONS***

Students are required to attend a minimum of 85% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. All evaluations will be completed within seven (7) business days following the established evaluation points. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 85% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### ***MAXIMUM TIME FRAME***

The maximum time (which does not exceed 118% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

#### **Barbering Course Program:**

Intervals	Actual Clock Hours	Maximum Hours	Academic Standing
1	450	529.40	70%
2	900	1058.80	70%
3	1200	1411.80	70%
4	1500	1764.70	70%

#### **Cosmetology Program:**

Intervals	Actual Clock Hours	85% Required Hours	Academic Standing
1	450	529.40	70%
2	900	1058.80	70%
3	1250	1411.80	70%
4	1600	1764.70	70%

#### **Esthetician Program:**

Intervals	Actual Clock Hours	85% Required Hours	Academic Standing
1	300	352.90	70%
2	600	705.80	70%

#### **Manicuring Program:**

Intervals	Actual Clock Hours	Maximum Hours	Academic Standing
1	200	235.1	70%
2	400	470.2	70%

#### **Barbering Crossover Program:**



Intervals	Actual Clock Hours	Maximum Hours	Academic Standing
1	100	85	70%
2	200	117.55	70%

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 85% of the scheduled contracted hours. Students who are unable to complete the program within the maximum time frame may continue in school, however students are no longer eligible for federal financial aid. Additional training beyond the maximum time frame of the program will be charged at \$12 per hour.

### ***SATISFACTORY ACADEMIC PROGRESS EVALUATIONS***

The qualitative element used to determine satisfactory academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
70 - 84	SATISFACTORY
69 and BELOW	UNSATISFACTORY

### ***DETERMINATION OF PROGRESS STATUS***

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Any student who does not achieve the minimum standards is no longer eligible for Title IV funds unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

### ***WARNING***

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

## ***PROBATION***

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

## ***RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS***

Students may re-establish satisfactory academic progress, and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

## ***INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS***

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## ***APPEAL PROCEDURE***

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## ***NONCREDIT, REMEDIAL COURSES, REPETITIONS***

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

## ***TRANSFER HOURS***

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

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

My Beauty & Barber College understands that sometimes unexpected circumstances arise that may interfere with a student's ability to continue without interruption in the program. Students with a medical or other extenuating circumstances that may require them to be gone for one day or more are asked to submit a Leave-of-Absence request in writing to the School Director or Director of Education in advance that includes the reason for the student's request and student's signature. In the event that students have to take a Leave-of-Absence, they must complete and sign a Leave-of-Absence form and Enrollment Agreement Addendum in advance. Both documents must be signed and dated by all parties. My Beauty & Barber College may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution due to the unforeseen circumstance. A Leave-of-Absence will be granted only to students who have a family emergency, medical reason, military service requirement, jury duty, or other serious personal reasons. There must be a reasonable expectation that the student will return from the LOA. We reserve the right to determine on a case-by-case basis the time necessary for a Leave-of-Absence. If a student needs to extend his/her Leave-of-Absence, the student is required to submit an additional request to the Administrative Office. My Beauty & Barber College will not assess the student any additional institutional charges as a result of the LOA.

The maximum time frame for a Leave-of-Absence or combined Leave-of-Absence(s) is 180 days within any 12 month period. This Leave-of-Absence time frame cannot be extended. We advise students to talk to the School Director or Director of Education if they are having problems attending school or have to leave for more than 180 days. Those who are granted a Leave-of-Absence, return to the school with the same status as before their leave. The time that the student missed during the Leave-of-Absence does not count towards the total hours required for their program and must be made up. The Leave-of-Absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. A student granted an LOA that meets the criteria is not considered to have withdrawn and no refund calculation is required at that time, however if a student does not return from a leave on the date noted the student will be withdrawn and the withdrawal refund calculation is based on the student's last day of attendance.

## **Enrollment Agreement Program Length/ Disturbance of Education**

Students are expected to complete their Barbering Course, Cosmetology, Esthetician, Manicuring, or Barbering Crossover programs within the time frame stated in their Enrollment Agreement. If a student fails to meet the time frame expected due to excessive absences, tardies, and/or Leave-of-Absence, the student's additional time with us will consist of self-study activities, practice activities, and technical instruction as assigned by the instructor. If a student were to miss a part of the program due to certain circumstances, it would be the student's responsibility to keep up with the program and complete any missed assignments. Instructors are not responsible for giving additional assistance to students who have missed instruction, but they will do their best to help students complete the program—however, the responsibility is ultimately the student's.

## Student Code of Conduct

### Academic Code:

1. Students are responsible for showing up on time to practical training and exams according to the schedule given. The students need to be at school by 9:45 AM or they will be considered late.
2. Students who are absent from practical training or exams must make arrangements to make up the training and tests.
3. Students are responsible for showing up on time to theory class and exams according to the schedule given.
4. Students who are absent from theory exams must make arrangements for makeup tests. It is the students' responsibility for reviewing the chapter(s) missed on their own time.
5. Students must have an 8x10 note book and pen for the program.
6. School starts at 9:30 a.m., Tuesday - Saturday; theory starts at 9:45 a.m or 2:00 p.m, Tuesday - Friday.

### Practical Floor Code:

7. My Beauty & Barber College students are responsible for purchasing additional supplies needed for their educational program.
8. The school will provide neck strips, but the neck strip dispenser has to stay in school and on the student's station at all times.
9. The school will not provide disinfectant spray; it is the student's responsibility to provide his/her own.
10. When practicing any procedures, students must use their own supplies, those supplies purchased through the school or by a third party.
11. Students are responsible for cleaning up after themselves when using mannequin heads. The mannequin heads should be washed out, combed out, and left in good condition.
12. The school is not responsible for tools or supplies missing, lost or stolen.
13. Students are not allowed to sit in the shampoo area unless giving or receiving a service.
14. Students are to use styling chairs properly (i.e., refrain from lying on chairs, resting feet on adjacent chairs or damaging chairs through misuse).
15. Full Time Students - 5:00 p.m. is the designated time to clean station and pack up. If for any reason the student needs to clean/pack up before the designated time (i.e., student is sick, has been sent home, has some other emergency, etc.), student is to clock out thirty minutes from the time he or she started cleaning/packing up.
16. Part Time Students - 12:30 p.m. & 5:00 p.m. is the designated time to clean station and pack up. If for any reason the student needs to clean/pack up before the designated time (i.e., student is sick, has been sent home, has some other emergency, etc).
17. We suggest that students who are not feeling well request to go home for the day; we also reserve the right to send students home if they cannot contribute to our positive learning environment. Students must fill out and have approved a Request Time Off form, signed by both the student and a staff member.
18. Students are not allowed to leave school early without permission; a Request Time Off form must be submitted first. Leaving early without permission will result in a one day suspension.
19. If a student needs to request a day off (i.e., due to a doctor's or dentist's appointment, court appearance, etc.), the student must request time off in writing, preferably at least 24 hours in advance.
20. Students must be on campus grounds at all times, except for break and lunch. Students must clock out when leaving campus grounds. However, if the student fails to clock out when leaving, the student is responsible for his or her own actions.
21. For safety reasons, students who are pregnant must provide a doctor's note stating it is okay for them to continue on with their program.

22. Students other than those enrolled in the Esthetician or Cosmetology programs are not permitted to enter the facial area without prior approval. We ask that students schedule or inform the practical floor instructor if they wish to use the Esthetics area.
23. Shampoo bowls are to be used only for washing clients' hair, mannequin heads, or any related items (i.e., client services, rinsing dye bowls/brushes, etc.) Students are asked to refrain from using the shampoo bowls for anything else (i.e., preparing food, etc.).
24. Students' workstations must be kept clean and neat at all times.
25. Students' stations must be cleaned after each client service.
26. Haircutting /chemical capes must be folded and put on the chair or properly stored in the station when not in use.
27. School uniform (i.e., smock, apron) must be worn at all times.
28. Dress code under uniform must be black or white pants, shorts, skirts, etc. Skirts must be no shorter than 2 inches above the knee.
29. Pants must be solid, unfaded, and in good repair (without holes, etc.).
30. No flip-flops, open-toed shoes or high heels are allowed.
31. No hats, beanies, or bandanas are permitted inside school premises.
32. Any tattoo (whether offensive, gang related or not) or body marking must be covered.
33. Gum chewing is not allowed on the practical floor or while performing a client service.
34. No food or drinks are allowed on the practical floor or at workstations.
35. No cell phones (talking or texting) are allowed in the theory class or on the practical floor.
36. Students are required to clean up after themselves in the break room (i.e., clear away food, etc.)
37. Students are responsible for clocking themselves in and out, and are not allowed to clock in and out for another student, which will result in suspension for both students (it is actually against the law).
38. Students whose turn it is to perform a service on a client must perform the service once their name is called. Refusal of any service may result in automatic clock out for the day.
39. Students are not permitted to talk with classmates while performing services on clients (i.e., what they did last night, etc.). Talking about the actual service is permitted.
40. Students are not to comment on other students' work while they are performing services on a client.
41. Students must set up their station and prepare for the day once they have clocked in.
42. Students' who do not complete the program within the maximum time frame (118% of the scheduled length) will be terminated.
43. If a student is late for his/her scheduled theory time, he/she will not be allowed to attend school for the day and will be clocked out.
44. All students are required to attend Saturdays and Tuesday school. It is mandatory. Students who take a Tuesday and/or Saturday off without advance approval cannot clock back in until the following Friday.
45. No personal services are allowed until 5:00 p.m. (full time students) and 1:15 p.m. (part time students), unless approved by the practical floor instructor.
46. Students with any questions or concerns about My Beauty & Barber College, are asked to speak to either the instructor or office staff in private, not in front of clients or other classmates.
47. My Beauty & Barber College invites students' friends and family to stop by to visit, but they must come when it does not interfere with their learning experience. We ask that visitors come during the students' lunch hour. If the visitors want a tour of the school, students must schedule an appointment with the appropriate staff member.

My Beauty & Barber College uses a three-leveled system as follows to categorize non-compliance with the Student Code of Conduct:

**Clock Outs** are considered non-disciplinary.

**Offenses** are minor non-compliance with issues.

**Violations** are categorized and based on the severity of the non-compliance issue.

**Clock Outs:**

*Examples:*

1. Failure to have necessary tools/supplies for class
2. Failure to comply with dress code
3. Failure to be on time for class

**Offenses:**

*Examples:*

1. Cell phone usage
2. Lack of Professionalism (i.e., classroom disturbance or excessive noise, etc.)
3. Failure to comply with service protocol
4. Lack of effort
5. Improper sanitation
6. Failure to comply with attendance protocol
7. Improper clocking in and out
8. Failure to comply with instructor's instructions
9. Any violation of the Students Code of Conduct

There is a four-step disciplinary process for Offenses:

1. First offense will result in write-up.
2. Second offense will result in clock out/ sent home for the day.
3. Third offense will result in a 3-day suspension.
4. Fourth offense will result in termination from the school.

1st Offense	2nd Offense	3rd Offense	4th Offense
Write-up	Clock Out	Suspension	Termination

**Violations:**

*Examples:*

1. Improper clocking in and out
2. Refusal of service when called
3. Lack of professionalism
4. Clocking in and out for another student
5. Not having a positive attitude for learning and practicing

For Violations, there is a three-strike system to include clock out, suspension, and termination along with three categories of severity:

Strike 1	Strike 2	Strike 3
Clock out	Suspension	Termination

☞ If two or more offenses/violations occur in the same write up, the higher consequence will be imposed

## **Ethics**

We highly value the integrity of our school. We believe that our students represent our school's philosophy and that our school is perceived through the actions of our students, staff, and faculty. We exercise professionalism and high moral standards and ask our students to do the same. Because each individual contributes to the school image, we expect our students to uphold these standards. We believe that all clients, staff, and students must be treated with equality and respect. Students are asked to keep their conversations on a professional level and avoid topics such as religion, politics, sex, and personal problems, all of which can be offensive to others. Failure to comply with our Ethics Policy may result in disciplinary action.

## **Non-Discrimination Policy**

Our school holds a strict non-discrimination code. We do not discriminate on the basis of color, race, ethnic origin, age, sex, religion, disability, financial status, etc. in our enrollment, instruction or graduation policies.

## **Student Disability Policy**

My Beauty & Barber College complies with the provisions of Section 504 of the Rehabilitation Act of 1973. We do not discriminate against those with disabilities. We will be glad to accept any qualified disabled person, with the understanding that, while we are able to provide reasonable accommodations and assistance, we must be able to ensure the safety of the student and others. In addition, the student must have the ability to benefit from the program.

## **Sexual Harassment Policy**

We have a strict policy on sexual harassment. Sexual harassment is defined as unwanted visual, verbal or physical conduct of a sexual nature. It is strictly prohibited and will result in strict disciplinary action or termination. Listed are some examples of what is considered to be sexual harassment:

1. Unwanted sexual advances
2. Visual conduct such as making sexual gestures or displaying sexually suggestive objects, pictures, posters or similar materials.
3. Verbal conduct such as derogatory comments or slurs.
4. Physical conduct such as unwanted touching, assault or blocking movements.
5. Offer of benefits in exchange for sexual favors

☞ Our school takes reasonable precautions to prevent sexual harassment from occurring.

## **Student Salon Services**

Active students who wish to have any service at My Beauty & Barber College will pay 50% of the listed price per service.

## **Grounds for Termination by the School**

A student will be subject to termination if he/she is guilty of any of the following:

1. Failure to follow Student Conduct Policy.
2. Failure to comply with the school's attendance policy. In addition, not meeting the set class attendance time agreed to in the Enrollment Agreement for his/her individual program.
3. Failure to meet the Satisfactory Academic Progress Policy.
4. Failure to meet all financial obligations to the school (keeping up with monthly payments).

5. Failure to comply with conditions and requirements set forth and agreed to in the Enrollment Agreement.

## **Graduation Requirements**

In order to graduate and be issued a Certificate of Completion, the student must meet all of the following conditions:

Achieve a 70% or above grade in all schoolwork (assignments, tests, and projects, etc.) in both the theory and practical parts of the program.

1. Attend all 1,500 (Barbering Course), 1,600 (Cosmetology), 600 (Esthetician), 400 (Manicuring) hours, or 200 (Barbering Crossover) hours of the program.
2. Meet all Satisfactory Academic Progress requirements.
3. Satisfy all financial obligations to the school.

Upon successfully meeting all of the above requirements, the student will receive a Certificate of Completion. The certificate verifies that he/she has completed the required hours to be eligible to take the California State Board Examination for each program.

## **Graduation Documentation**

In order for students to obtain a Proof of Training to certify their completion of the Barbering Course, Cosmetology, Esthetician, Manicuring, or Barbering Crossover Programs, they must complete both theory hours and practical operations with a grade point average of a 70% ("C") or better for the whole 1,500/1,600/600/400/200 hours (depending on program) and other requirements of the program. Fulfilling these requirements makes them eligible to take the California State Board Examination for their program. Our school provides assistance in filing documents for the State Board Examination.

In addition, each student will obtain a Certificate of Completion.

## **Pre-Application for State Board Exam**

Students who wish to apply early for the California State Board Barber, Cosmetology, Esthetician or Manicuring Exam have the option to pre-apply for the exam. Students may pre-apply for the exam when they attain 75% of the required clock hours and are making satisfactory academic progress. Students may request pre-application once achieving these hours. The application must be filed within a week of the prescribed hours. Following this procedure, students will be able to get an earlier examination date after graduation. Students are responsible for all the fees for the pre-application.

## **Management, Instructors, and Staff**

Nguyen-Pickett, Leslie: School Director

Education: Bachelor Science in Civil Engineering, University of the Pacific, Stockton, CA

Condell, Tien: Assistant School Director

Background: *Licensed Barber, Esthetic and Manicuring* with more than 10 years of experience in the field

Nguyen, Steve: Director of Education, Instructor

Background: *Licensed Barber* with more than 7 years of experience in the field

Education: Master of Business Administration, Cornelius University



Nguyen, Kimyen: *Instructor-Substitute Instructor*

Background: *Licensed Barber* with more than 40 years of experience in the field

Education: Certificate, My Beauty & Barber College, CA

Irene Thompson: Instructor

Background: Licensed Barber and Cosmetology with more than 25 years of experience in the field

Education: Associate Degree, Carson City Community College

Sandy Stewart: Instructor

Background: Licensed Manicurist and Cosmetology with more than 20 years of experience in the field

Education: Manicuring and Cosmetology licenses, Certification in permanent make-up

Fong, Winson: Director of Financial Aid

Education: Bachelor Science in Architect, CalPoly, CA

Nguyen, Thuytien: Chief Finance Officer

Background: *License Cosmetology and Esthetic* with more than 6 years of experience in the field

Pickett, Chris: Administrative Assistant

Education: Information Technology Engineering, Chico State University, CA

## **CONSTITUTION DAY**

My Beauty & Barber College holds a class for the student body on Constitution Day, this is annual event observed in the United States on September 17. This event commemorated the formation and signing of the Constitution of the United States on September 17, 1787.

## **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the School Director of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. The School Director must begin the withdrawal process.

For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. Their date of determination is 14 days after they cease attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment

period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period (or period of enrollment depending on what your school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the number of scheduled clock hours in the payment period as of the withdrawal date divided by the total clock hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is Order of Return of Title IV funds:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination.

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

## **Refund Policy**

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

1. You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance.

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: My Beauty & Barber College, 6100 Mack Road, Suite F, Sacramento, CA 95823. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled by the student or the prospective student is not accepted for enrollment the school will refund the student any money he/she paid, less an application fee not to exceed \$100.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.
6. If the program is cancelled before instruction begins the school will refund the student any money he/she paid, less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

### ***WITHDRAWAL FROM THE PROGRAM***

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of scheduled hours through the last day of attendance. The refund will be less an application fee not to exceed \$100.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 days.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not

paid from federal student financial aid program funds.

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

## **Student Service - Learning Resources for Students**

Learning resource material is located in the multipurpose room and can be utilized on campus. The hours are of usage are: Tuesday – Saturday from 4:00 p.m.- 6:00 p.m.

The school provides learning resources to enhance students' education in two broad areas:

- a. Books, magazines, journals, reference works, and electronic bookmarks related to topics in barbering, cosmetology, esthetician, and manicuring. These resources can be found in the library areas and on the school computers and are designed to help students better understand the curriculum coursework and to assist students in completing projects assigned by their instructor.
- b. Books, magazines, journals, reference works, and electronic bookmarks related to topics in career development, budgeting, and personal financial planning. These resources are designed to help students transition to academic life; develop coping, study, and research skills; access tutoring or study guides; plan for graduation; develop resumes and career planning skills; perform job searches; and assist with personal financial planning.

### ***Use of the Learning Resources to Complete Assignments***

The purpose of student assignments is to broaden and deepen the student's understanding of the program curriculum. Instructors will assign projects that directly relate to the student's field of study and will involve elements of research, organization of information, and presentation. The assignments will be directly related to practical instruction provided in the laboratory or to specific chapters of the student's textbook and serve to build upon and enhance the learning objectives of both. The purpose of the assignment or project is not to simply re-state practical instruction steps or material covered in textbooks, but to build upon or apply the material learned in a manner that strengthens understanding or applies the material to real-world applications.

### ***Use of Computers and Electronic Resources***

Computers and electronic resources are for the sole purpose of educational learning and student development. Computers may be used for Internet searches but limited only to search engines used for academic purposes.

### ***Use of Books, Texts, and Periodicals***

Students may use the books, texts, and periodicals in the learning resource area for research and personal or academic development.

## **Student Service - Placement Assistance**

Our school regularly updates our current listing of job openings, and it is readily available for students to view. When there are open positions in our outside network of salons and stylists, students will be notified. Students close to graduation are encouraged to keep an eye on our bulletin board, as we post job listings for stylists and hairdressers. In addition, we also offer to write letters of recommendation and serve as a reference when our students apply for employment. Please note: *Although we provide placement assistance, we cannot guarantee employment.*

## **Student Service - Student Grievance Procedure**

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

The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.

The complaint form will be given to the School Director.

The complaint will be reviewed by management, and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem, but will notify the student of continued investigation and/or actions being taken regarding the complaint.

If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.

Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness's testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

In the case that questions or problems concerning the school have not been satisfactorily answered or resolved by the school, they should be directed to: Bureau for Private Postsecondary Education; 1747 North Market Blvd., Suite 225, Sacramento, CA 95834; [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589.

## **Consumer Disclosures**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

***NACCAS Annual Report Disclosure***

My Beauty & Barber College institutions’ outcomes for the 2018 reporting year as submitted to NACCAS in November 2019 are:

Graduation: 66.67%  
 Licensure: 85%  
 Placement: 61.11%

***Campus Security Act Disclosure Form***

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution’s crime statistics for 2016.

Reporting Period: January 1, 2018 – December 31, 2018

<b>Offense Type</b>	<b>Total On campus</b>
Arrest	0
Arson	0
Assault	0
Burglary	0
Robbery	0
Shooting	0
Theft	0
Vandalism	0
Other	0

\*Statistics obtained via “SpotCrime” for the “California: Sacramento Neighborhoods: Valley High-Laguna North” neighborhood.

1. All students and employees are required to report any crime or emergency to the institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, an institutional official will be prepared to record and report the crime, but not the name of the informant. In order to remain anonymous, the student or employee may submit his information in writing without a signature to the institutional official. If confidentiality is not an issue, the student or employee will contact the institutional official who will then contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling 911.

2. Only students, employees and other parties having business with this institution should be on institutional property. Rear access doors are closed and locked during all hours of the day. When the school closes for the night, an official will lock all doors. Other individuals, students, or employees present on institutional property at any time without the expressed permission of appropriate institutional official(s) shall be viewed as trespassing and may also be subject to a fine and/or arrest.

3. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The institution is not responsible for any lost or stolen items. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus:

- a. Do not leave personal property unattended in any classrooms or on the clinic floor.
- b. Report any suspicious persons to an institutional official.
- c. Always try to walk in groups outside and around the school premises.
- d. When waiting for a ride, wait indoors or within sight of other people.
- e. Employees, staff, and faculty will close and lock all doors and turn off lights when leaving a room.
- f. The "Crime Awareness and Campus Security Act" is available upon request to students, employees and prospective students.
- g. The school has no formal program, other than orientation, that disseminates this information. All information is available upon request.
- h. Information regarding any crimes committed on the campus or parking lot will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty (60) days, that information must be available within two (2) business days of the request.

4. Campus law enforcement/security policies are as follows:

- a. The institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required to call the correct agency or dial 911 in the event of a crime. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
- b. The institution does not employ campus security personnel but encourages both its students and employees to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.
- c. The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling, other than that the student or employee is encouraged to seek such aid and may utilize sources on the posted Counseling Hotlines.

5. The institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces to all state underage-drinking laws. This institution also does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest. Information concerning drug and alcohol abuse education programs is included in this catalog.

6. Sexual offenses/assaults on campus will be reported immediately to the school's official. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance for such assault.

7. All incidents shall be recorded in the institution's "Incident Report" binder at the institutional official's office.

The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days of being reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

### ***Requirements for Financial Aid***

- ⊙ Admitted as a regular student
- ⊙ Be a citizen or eligible non-citizen
- ⊙ Not owe a refund on a Pell Grant or SEOG Grant
- ⊙ Not be in default on any federal Stafford loans
- ⊙ Making satisfactory progress
- ⊙ All male students born after January 1, 1960 are registered for selective service
- ⊙ Have a high school diploma or GED

### **Financial Aid Principles**

1. My Beauty & Barber College will work with schools, community groups, and other educational institutions to support the national goal of equal educational opportunities.
2. The expected family contribution (EFC) affects the student's cost of education. This school expects parents to contribute financially to their child's cost of tuition, according to their means, taking into account their incomes, assets, number of dependents, and other relevant information. Students are also expected to contribute from their own earnings and assets, including borrowing against future earnings.
3. Financial aid will be offered after determining whether the family's resources are insufficient to meet the student's educational expenses. The amount of financial aid offered will not exceed the amount needed to meet the difference between the student's total educational expenses and the family's resources.
4. In awarding funds to eligible students, the amount and the type of self-help will be related to the circumstances of the individual and the largest amount of grant assistance will be offered to students with the least ability to pay.

### ***Student Accounts***

1. Student payment plans are set during the student's interview and enrollment process with the Administrator. This includes schedules and monthly payment amounts.



2. Student who are on the “In House” or an overage payment plan have an interest-free monthly payment due each month on the anniversary of their start date. MBBC allows a 5 business day grace period. For example, if the student started on the 1<sup>st</sup> of the month, his/her payment is due on the 1<sup>st</sup> and late on the 5<sup>th</sup>. If the student is late past the grace period, a \$50.00 late fee will be added to the account and the student will be **suspended** until his/her account can be paid up to date.

### ***Financial Aid Mechanism***

Financial aid is a mechanism that reduces out-of-pocket costs those students and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of postsecondary education attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates and a student must repay them in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student’s termination from the school/program, or if a student’s attendance falls below half time. Financial aid is awarded to students who have “need”. Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

### ***Financial Aid Programs***

The following is a description of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process, and disbursement of aid can be obtained through the school’s Student Financial Planning Brochure, the school’s Student Finance Office, and the U.S. Department of Education’s Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at:

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

To see if a student is eligible for financial aid, he/she can fill out a free application online at:

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

My Beauty & Barber College’s school code: **04262100**

Once the application has been submitted and processed by the U.S. Department of Education, a confirmation email will be sent to the student and the school determining the student’s eligibility. The Financial Aid Director of the school will contact the student to determine the amount of financial aid award.

Any student wishing to apply for a Direct Loan and/or first time borrower must sign a master promissory note and Complete Entrance/Exit Counseling.

To complete your Direct Loan Entrance Counseling, go to [www.studentloans.gov](http://www.studentloans.gov):

1. Sign in using your FSA ID.
2. Select Complete Entrance Counseling

For additional information, read “Direct Loan Entrance Interview” pamphlet and/or go to [studentloans.gov](http://studentloans.gov).

If a student withdraws or terminates and MBBC is unable to have the student complete exit counseling prior to the students department, MBBC will send a letter to the student, requesting exit counseling to be completed at [www.studentloans.gov](http://www.studentloans.gov)

## **Federal Pell Grant Program (FPELL)**

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Student eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be repaid. Pell grant funds are received by June 30 in the year on which the application is intended for. Student Aid Report (or ISIR) must be submitted to the school's financial aid office by August 29 of the award year from which aid is requested, or your last day of enrollment in the award year, whichever arrives first. A valid ISIR, when the ISIR has been corrected if the student is selected for verification.

- ⦿ RENEWAL PROCESS: A FPELL Grant award received for one award year, (July 1 to June 30 of the following year) is **not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the school's financial aid office.
- ⦿ DISBURSEMENT: FPELL Grants are disbursed on a per payment period basis, via a direct credit to the student's account or via a check payable to the student.

## **Federal Stafford Loans (FSL)**

Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment begins six months after the student graduates, leaves school, or drops below half-time status. There are two types of Federal Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

### **Federal Subsidized Stafford Loan**

A low-interest loan issued by a lender (bank, credit union, or savings and loan association). Student eligibility for a Subsidized Stafford Loan is based on "financial need." The Federal government pays the interest while the student is in school at least half time, during the grace period and during periods of deferment.

### **Federal Unsubsidized Stafford Loan**

A low-interest loan issued by a lender (bank, credit union, or savings and loan association). Students do not have to demonstrate "need" in order to obtain this loan. Interest accrues on this loan while a student attends school.

- ⦿ DEADLINES: Most lenders require applications to be submitted at least 30 days prior to the end of the loan period for which the loan has been requested.
- ⦿ DISBURSEMENT: Checks are issued to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. It is also the student's responsibility to comply with all obligations involved in the receipt of federal and/or state aid.

## **Federal Parent Loan for Undergraduate Students (PLUS)**

The Federal Parent Loan for Undergraduate Students (PLUS) provides additional funds to help parents pay for education expenses. Parents may borrow up to the cost of their dependent student's education minus any

other aid the student is eligible for. The interest rate is fixed and interest accrues at the time of disbursement. Repayment typically begins within 60 days after the student starts school.

Note: Federal student loans are insured by state and private non-profit guarantee agencies.

Loan origination fees may be deducted from the loan by the institution making the loan as set forth by federal regulations.

For students who do not qualify for financial aid, we offer an interest-free monthly payment plan.

## **EMPLOYMENT FACTORS**

### ***LICENSURE***

After completion of training, graduates are required to take and pass a licensing exam issued by the State of California Board of Barbering and Cosmetology before receiving their license and beginning employment in the field.

Students who complete a state-required training program, including the minimum practical services as established by the California Board of Barbering and Cosmetology, are qualified to take the licensing examination given by the Board. Upon passing the examination, the graduate may obtain a license as a in the State of California. With this professional license, the graduate may be employed in a barber/styling establishment or a beauty/styling salon, or may own and operate his/her own barber business.

To take the licensing examination, students in the Barbering Course, Cosmetology, Esthetician, Manicuring, and Barbering Crossover programs are required to:

- Complete the total clock hours of instruction in a program at a board-approved school
- An applicant must be at least 18 years old. 17 years of age is acceptable if the student has a high school diploma or the equivalent.
- Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code

In addition to the Proof of Training document, students must also present picture identification, file an Application for Examination, and remit an examination fee. Students must furnish a model, examination kit fees, and traveling expenses to the Board of Barbering & Cosmetology Examination Centers, located in Los Angeles, CA and Fairfield, CA.

### ***PHYSICAL REQUIREMENTS OF THE INDUSTRY***

#### **Barber Tasks**

- Clean and sterilize scissors, combs, clippers, and other instruments.

- Cut and trim hair according to clients' instructions or current hairstyles, using clippers, combs, hand-held blow driers, and scissors.
- Drape and pin protective cloths around customers' shoulders.
- Question patrons regarding desired services and haircut styles.
- Clean work stations and sweep floors.
- Record services provided on cashiers' tickets or receive payment from customers.
- Order supplies.
- Shape and trim beards and moustaches, using scissors.
- Stay informed of the latest styles and hair care techniques.
- Suggest treatments to alleviate hair problems.

### **Cosmetology Tasks**

- Keep work stations clean and sanitize tools such as scissors and combs.
- Cut, trim and shape hair or hairpieces, based on customers' instructions, hair type and facial features, using clippers, scissors, trimmers and razors.
- Analyze patrons' hair and other physical features to determine and recommend beauty treatment or suggest hair styles.
- Schedule client appointments.
- Bleach, dye, or tint hair, using applicator or brush.
- Update and maintain customer information records, such as beauty services provided.
- Shampoo, rinse, condition and dry hair and scalp or hairpieces with water, liquid soap, or other solutions.
- Operate cash registers to receive payments from patrons.
- Demonstrate and sell hair care products and cosmetics.
- Develop new styles and techniques.

### **Skincare Tasks**

- Sterilize equipment and clean work areas.
- Examine clients' skin, using magnifying lamps or visors when necessary, to evaluate skin condition and appearance.
- Cleanse clients' skin with water, creams, or lotions.
- Demonstrate how to clean and care for skin properly and recommend skin-care regimens.
- Select and apply cosmetic products such as creams, lotions, and tonics.
- Perform simple extractions to remove blackheads.
- Stay abreast of latest industry trends, products, research, and treatments.
- Determine which products or colors will improve clients' skin quality and appearance.
- Treat the facial skin to maintain and improve its appearance, using specialized techniques and products, such as peels and masks.
- Refer clients to medical personnel for treatment of serious skin problems.

### **Manicure / Pedicure Tasks**

- Clean and sanitize tools and work environment.
- Schedule client appointments and accept payments.

- Remove previously applied nail polish, using liquid remover and swabs.
- Clean customers' nails in soapy water, using swabs, files, and orange sticks.
- Shape and smooth ends of nails, using scissors, files, or emery boards.
- Apply undercoat and clear or colored polish onto nails with brush.
- Advise clients on nail care and use of products and colors.
- Assess the condition of clients' hands, remove dead skin from the hands and massage them.
- Soften nail cuticles with water and oil, push back cuticles, using cuticle knife, and trim cuticles, using scissors or nippers.
- Brush powder and solvent onto nails and paper forms to maintain nail appearance and to extend nails, then remove forms and shape and smooth nail edges using rotary abrasive wheel.

## Abilities

- **Arm-Hand Steadiness** — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- **Manual Dexterity** — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Finger Dexterity** — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Originality** — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- **Speech Recognition** — The ability to identify and understand the speech of another person.
- **Visualization** — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- **Fluency of Ideas** — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

## *ABILITY TO MEET REQUIREMENTS SET FORTH BY EMPLOYERS*

### Knowledge

- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **English Language** — Knowledge of the structure and content of the English language including the

meaning and spelling of words, rules of composition, and grammar.

- **Chemistry** — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

## Skills

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Service Orientation** — Actively looking for ways to help people.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Speaking** — Talking to others to convey information effectively.
- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
- **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Coordination** — Adjusting actions in relation to others' actions.
- **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

## Work Activities

- **Performing for or Working Directly with the Public** — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- **Thinking Creatively** — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
- **Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.
- **Assisting and Caring for Others** — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.

- **Performing General Physical Activities** — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Provide Consultation and Advice to Others** — Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.
- **Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Spend Time Using Your Hands to Handle, Control, or Feel Objects, Tools, or Controls** — How much does this job require using your hands to handle, control, or feel objects, tools or controls?
- **Deal With External Customers** — How important is it to work with external customers or the public in this job?
- **Exposed to Contaminants** — How often does this job require working exposed to contaminants (such as pollutants, gases, dust or odors)?

## ***REGULATORY OVERSIGHT RESTRICTIONS***

Board of Barbering and Cosmetology  
 2420 Del Paso Road Suite 100  
 Sacramento, CA 95834  
 1-800-952-5210  
 Fax (916) 575-7281

Licensees are able to perform services for beautification only. They may not perform procedures that penetrate the skin or affect any living tissue.

- Cosmetologist can prep, style, cut, color hair on the body including tinting eyelashes. They may also perform facials and remove hair by waxing or tweezing. Their license also allows them to provide the services of a manicurist and esthetician.
- Barbers can prep, style, cut and color hair. They may also apply cosmetic preparations, antiseptics, powders or lotions to the scalp, face or neck. Barbers are the only licensees who can perform a shave on a consumer.
- Estheticians can perform facials; remove hair by tweezing or waxing. They may also apply makeup and false eyelashes.
- Manicurists can give manicures and pedicures and apply, false nails (using gel, acrylic or silk). Their licenses limit their contact to the hand and foot area only.

**Are laser treatments regulated by the Board?**

No. Our licensees are not allowed to penetrate the skin of a consumer or do any invasive procedure. It is against the law for a Board licensee to operate a laser unless they also have a medical license. Please refer to the Medical Board to inquire about the regulations on this type of treatment.

**Is Botox regulated by the Board?**

No. Our licensees are not allowed to penetrate the skin of a consumer or do any invasive procedure. It is against the law for a Board licensee to operate a laser unless they also have a medical license. Please refer to the Medical Board to inquire about the regulations on this type of treatment.

**Is teeth whitening regulated by the Board?**

No. Our licensees have not been trained to perform this type of service under their license. Contact the Dental Board for more information about the regulations on this type of activity.

**Who can provide waxing services?**

Cosmetologists and estheticians can perform waxing on the entire body.

**Are spa/bridal parties in a home office or church legal in California?**

Not if a licensee is providing the services. Any type of service that is regulated by the Board needs to be performed by a licensee in a licensed establishment. The Board must be able to inspect the tools and the location where services are being provided for the safety of the consumers of California. At this time, individuals providing spa/bridal parties at an unlicensed location can be cited for a violation of Business and Profession Code Section 7317. Practice of Barbering, Cosmetology, or Electrolysis for Compensation Without License which carries a \$1,000 fine.

**Can a cosmetologist, esthetician, or manicurist work in a doctor's office? What types of services can they provide?**

Only if the doctor's office has an establishment license issued from the Board. And they may only perform services within their scope of practice. They may not penetrate the skin or perform any services that would affect living tissue. Please refer to the Medical Board for additional restrictions.

**Is permanent make-up regulated by the Board?**

The Board does not regulate permanent make-up. This is considered an invasive procedure. You may contact your city or county for more information regarding permanent make-up and tattooing services and requirements.

Licensees who would like to perform this service cannot practice this service under the scope of their license or lead the public to believe the service is included in the scope of their license. The Board recommends licensees who provide the service do so in a separate room designated for this practice alone.

**Do employees who only shampoo the hair of consumers need to be licensed by the Board?**

Only a licensed barber, cosmetologist or apprentice can wash a consumer's hair. The Board does not have a



shampoo person's license. Unless the employee has one of the above mentioned licenses, he or she cannot perform this service on a customer.

**Are "Fish Pedicures" legal in California?**

No. After researching "Fish Pedicures" the Board determined that disinfection methods were not consistent with Board regulations. You may view the Board of Barbering and Cosmetology Statement on "Fish Pedicures".

## **POLICIES AND PROCEDURES FOR VETERANS AND PERSONS ELIGIBLE FOR VETERANS BENEFITS**

### ***TRANSFER OF CREDIT***

My Beauty & Barber College will inquire about each veteran' or person eligible for veterans benefits previous education and training, and requires that each prospective student request transcripts from all prior institutions, including military training, traditional coursework, and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate. Veterans and the Department of Veterans Affairs will be notified of the evaluation results and My Beauty & Barber College will maintain the written records.

### ***Credit Evaluation***

For students who have completed some clock hours at another school, we will accept those transferable hours if the students can provide us with an official transcript from the previous school. Please note: hours are transferable at the discretion of our school administration. Students from out of state must call the State of California Board of Barbering and Cosmetology at (800) 952-5210 to have their hours transferred to California's requirements. After receiving a transfer letter from the State Board, prospective students should contact the school admission office with this information. Appropriate credit will be granted for prior training or experience upon review and verification by the Board of Barbering and Cosmetology if from out of state. For consideration, the student needs to provide documentation to the school.

My Beauty & Barber College will accept all hours from another institution in California with a valid original Proof of Training from that institution. The tuition will be prorated for the hours remaining, plus an application fee and STRF fee for each veteran or eligible persons. Any additional equipment or books will be charged for. All other qualifications for admission must be met.

If a student wishes to transfer between programs at this School, the student must receive prior approval from the School Director.

My Beauty & Barber College does not accept hours or credit earned through challenge examinations, achievement tests, or experiential learning.

My Beauty & Barber College does not admit ability-to-benefit students.

This institution has not entered into an articulation or transfer agreement with any other college or university.

## **VETERANS – CANCELLATION AND WITHDRAWAL FROM THE PROGRAM**

### **Refund Policy**

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

1. You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: My Beauty & Barber College, 6100 Mack Road, Suite, F, Sacramento, CA 95823. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less an application fee not to exceed \$10.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.
6. If My Beauty & Barber College closes or a program is cancelled subsequent to a student's enrollment, My Beauty & Barber College will refund all monies paid by the student.

#### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of scheduled hours through the last day of attendance. The refund will be less an application fee not to exceed \$10.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 days.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total

institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If a VA student is withdrawn, the VA will be promptly notified.

My Beauty & Barber College  
6100 Mack Road, Suite F  
Sacramento, CA 95758  
Phone: (916) 395 - 1972  
Fax: (916) 395 - 1468  
www.mybeautycollege.com

I have received a copy of the Catalog and School Performance Fact Sheet prior to enrollment, which contains the rules, regulations, program completion requirements, and cost for the specific program in which I have enrolled.

Print Name (Veteran or Person Eligible for Veteran Benefits):

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Enrolled by (Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## VETERANS POLICY STATEMENT ADDENDUM

### SATISFACTORY ACADEMIC PROGRESS, CFR 21.4254(b)(6)(7)

Students are evaluated after completing 30%, 60%, 80%, 100% and 125% to assess compliance with minimum progress standards. Students who have not maintained the required grade average of 70 percent are placed on probation until their next evaluation. Those students who have not achieved the required minimum average of 70% by the end of the probation period will have their VA benefits terminated.

### ATTENDANCE POLICY CFR 21.4254

Students are required to maintain 85% percent attendance average. Those students whose attendance is below the required average will be placed on attendance probation until their next evaluation. Those students who have not improved their attendance to the required minimum average by the end of the probation period will have their VA benefits terminated.

### CONDITIONS FOR RE-ENROLLMENT CFR 21.4254(b)(7)

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified.

### REFUND POLICY FOR NON-ACCREDITED COURSES– CFR 21.4255

This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to completion. The amount charged to the veteran or eligible person for tuition, fees and other charges does not exceed the approximate pro-rata portion of the total charges for tuition, fees and other charges, that the length of the completed portion of the course should bear to its total length.

TITLE 38 US CODE 3679 SUBSECTION (E), My Beauty & Barber College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the MBBCollege will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;

- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students are required to:

- Produce the VA Certificate of Eligibility (COE) or Form 28-1905 by the Last Day to Add/Drop class (per Academic Calendar);
- Submit a request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

*Note:* The maximum non-refundable registration fee allowed by VA is \$10.00 for non-accredited courses.

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name & Title of School Official (Please Print)