

# California College of Barbering and Cosmetology

## CATALOG AND CONSUMER INFORMATION

Effective Dates: April 1, 2022 – April 1, 2023

In opening this Catalog, you've taken the first step in creating a new world of opportunity for yourself. You've chosen to make an investment in your future. But how do you get started? There are many Beauty Colleges in the area. In which one should you invest your time and future? Become part of a College that realizes its success is your success. How do we achieve our success? By providing our students with the essential Educational Standards, Individual Instruction, Personal Advising and Support required to achieve their goals

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Stockton, CA 95210**

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**LICENSED BY:**

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Board of Barbering and Cosmetology  
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**ACCREDITED BY**

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## Table of Contents

<b>1024 E. March Lane</b> .....	1
<b>Stockton, CA 95210</b> .....	1
<b>WEBSITE: <a href="http://www.calcbc.com">www.calcbc.com</a></b> .....	1
<b>APPROVAL DISCLOSURE STATEMENT</b> .....	9
<b>QUESTIONS REGARDING THIS CATALOG</b> .....	9
<b>BANCKRUPTCY STATEMENT</b> .....	9
<b>COMPLAINT (GRIEVANCE) PROCEDURE</b> .....	10
<b>GREETING FROM OUR SCHOOL OWNER</b> .....	11
<b>ORGANIZATIONAL CHART</b> .....	12
<b>FACULTY QUALIFICATIONS</b> .....	12
<b>HISTORY AND OWNERSHIP</b> .....	13
<b>GOALS AND EDUCATIONAL OBJECTIVES</b> .....	13
<b>COLLEGE CODE OF ETHICS POLICY</b> .....	13
<b>WHAT WE ASK OF OUR STUDENTS</b> .....	13
<b>ADMINISTRATION BUSINESS HOURS</b> .....	13
<b>ACCREDITATION</b> .....	14
<b>FINANCIAL AID</b> .....	14
<b>ELIGIBILITY REQUIREMENTS</b> .....	14
<b>FINANCING FOR INTERNATIONAL STUDENTS</b> .....	14
<b>APPLICATION PROCEDURE</b> .....	14
<b>CRITERIA FOR SELECTION OF ELIGIBLE APPLICANTS</b> .....	15
<b>DISBURSEMENTS</b> .....	15
<b>FINANCIAL AID PROGRAMS</b> .....	15
<b>ADDITIONAL INFORMATION</b> .....	16
<b>NSLDS DISCLOSURE</b> .....	16
<b>ADMISSIONS DISCLOSURE FORM</b> .....	16
<b>ENTRANCE/EXIT COUNSELING</b> .....	16
<b>TUITION PAYMENT POLICY</b> .....	17
<b>VETERANS POLICY STATEMENTS</b> .....	17

RETURN OF TITLE IV FUNDS (R2T4) .....	17
ORIENTATION CLASSES .....	18
NEW CLASS STARTING DATES .....	18
CALENDAR OF HOLIDAYS .....	19
PLACEMENT AND EMPLOYMENT ASSISTANCE .....	19
HANDICAPPED STUDENTS POLICY .....	19
NON-DISCRIMINATION POLICY .....	19
NON-RECRUITMENT POLICY .....	19
ADDITIONAL TRAINING POLICY .....	19
GAINFUL EMPLOYMENT POLICY .....	20
HOUSING POLICY .....	20
RIGHTS AND RESPONSIBILITIES .....	20
STUDENT EXPRESSION POLICY .....	20
SEXUAL HARRASSMENT POLICY .....	20
CLASS SCHEDULE .....	21
RE-SCHEDULING POLICY .....	21
REGISTRATION FEE POLICY .....	21
PROGRAM CHANGES .....	21
CLOSURE AND/OR COURSE CANCELLATION POLICY .....	21
EVALUATION POLICY .....	21
STUDENT LOCKERS .....	21
DUE PROCESS POLICY .....	21
TRANSCRIPT POLICY .....	22
FACILITIES .....	22
LANGUAGE POLICY .....	22
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION .....	22
ACCESS TO FILES AND RETENTION OF FILES POLICY .....	23
PRIVACY RIGHTS (STUDENT INFORMATION RELEASE) POLICY .....	23
HEALTH SERVICES .....	24

DRUG AND ALCOHOL ABUSE POLICY .....	24
DRUG ABUSE PREVENTION PROGRAM .....	24
ATTENDANCE POLICY.....	25
EXCUSED /UNEXCUSED ABSENCES.....	25
SAFETY AND HEALTH REQUIREMENTS .....	25
SAFETY STRATEGIES .....	25
EMERGENCY EXIT OF THE BUILDING.....	25
ALARM SYSTEM .....	25
HEALTH/INJURY EMERGENCIES.....	26
THEFT/VANDALISM .....	26
CHEMICAL SAFETY.....	26
FLOOR HAZARDS .....	26
BLOOD SPILL HAZARDS .....	26
SECURITY .....	26
INSTITUTIONAL APPROVAL DOCUMENTATION.....	26
ADMISSIONS REQUIREMENTS (POLICY) .....	26
TRANSFER STUDENTS POLICY .....	27
VETERAN' POLICY STATEMENTS.....	27
RE-ENTRY POLICY.....	27
INSTRUCTIONAL TECHNIQUES.....	28
GRADING PROCEDURES:.....	28
REPORT DELAYED .....	28
CREDIT FOR CLASS AND PRACTICE HOURS.....	28
GRADUATION REQUIREMENTS .....	29
PRE-APPLICATION PROCESS .....	29
ABSENCE POLICY.....	29
TERMINATION POLICY FOR RULES VIOLATIONS.....	29
TERMINATION FOR POOR GRADES (ACADEMIC DISMISSAL) .....	30
TUITION <a href="#">FEES AND EXPENSES</a> .....	<a href="#">30</a>

<i>STUDENT TUITION RECOVERY FUND STATEMENT (FEES)</i> .....	30
<i>EQUIPMENT AND SUPPLIES</i> .....	31
<i>COSMETOLOGY (1,500 Clock Hours)</i> .....	32
COURSE DESCRIPTION .....	32
COURSE FORMAT .....	32
INSTRUCTIONAL METHOD .....	32
GRADING PROCEDURES .....	32
EDUCATIONAL OBJECTIVES.....	32
Performance Objective: .....	33
Skills to Be Acquired: .....	33
Attitudes and Appreciations To Be Developed: .....	33
Course Contents:.....	33
<i>ESTHETICIAN (600 Clock Hours)</i> .....	35
COURSE DESCRIPTION .....	35
COURSE FORMAT .....	35
INSTRUCTIONAL METHOD .....	35
GRADING PROCEDURES .....	35
EDUCATIONAL OBJECTIVES.....	35
Performance Objective: .....	35
Skills to Be Acquired: .....	36
Attitudes and Appreciations To Be Developed: .....	36
Course Contents:.....	36
<i>MANICURING (600 Clock Hours)</i> .....	37
COURSE DESCRIPTION: .....	37
COURSE FORMAT:.....	37
INSTRUCTIONAL METHOD .....	37
GRADING PROCEDURES .....	37
EDUCATIONAL OBJECTIVES:.....	38
Performance Objective: .....	38
Skills to Be Acquired: .....	38
Attitudes and Appreciations To Be Developed: .....	38
Course Contents:.....	38
<i>BARBERING (1200 Clock Hours)</i> .....	39

COURSE DESCRIPTION: .....	39
COURSE FORMAT: .....	39
INSTRUCTIONAL METHOD .....	39
GRADING PROCEDURES .....	39
EDUCATIONAL OBJECTIVES: .....	40
Performance Objective: .....	40
Skills to Be Acquired: .....	40
Attitudes and Appreciations To Be Developed: .....	40
<i>COSMETOLOGY CROSSOVER FOR BARBERS: (300 Clock Hours)</i> .....	41
COURSE DESCRIPTION: .....	41
COURSE FORMAT: .....	41
INSTRUCTIONAL METHOD .....	42
GRADING PROCEDURES .....	42
EDUCATIONAL OBJECTIVES: .....	42
Performance Objective: .....	42
Skills to Be Acquired: .....	42
Attitudes and Appreciations To Be Developed: .....	43
Course Contents: .....	43
<i>BARBER CROSSOVER FOR COSMETOLOGISTS: (200 Clock Hours)</i> .....	44
COURSE DESCRIPTION: .....	44
COURSE FORMAT: .....	44
INSTRUCTIONAL METHOD .....	44
GRADING PROCEDURES .....	44
EDUCATIONAL OBJECTIVES: .....	45
Performance Objective: .....	45
Skills to Be Acquired: .....	45
Attitudes and Appreciations To Be Developed: .....	45
<b>Barber Crossover for Cosmetologists</b> .....	45
<i>STUDENT INSTRUCTOR (600 Clock Hours)</i> .....	46
COURSE DESCRIPTION: .....	46
COURSE FORMAT: .....	46
INSTRUCTIONAL METHOD .....	46
GRADING PROCEDURES .....	46

EDUCATIONAL OBJECTIVES:.....	47
Performance Objective: .....	47
Skills to Be Acquired: .....	47
Attitudes and Appreciations To Be Developed: .....	47
LICENSING REQUIREMENTS/COURSE LENGTHS .....	48
LICENSING FEES .....	48
DISTANCE EDUCATION POLICY.....	48
CAREERS AND AVERAGE SALERIES .....	49
CAREER OPPORTUNITIES.....	50
PHYSICAL DEMANDS OF THE PROFESSION.....	50
SCHOOL OUTCOMES ASSESSMENT.....	51
SATISFACTORY ACADEMIC PROGRESS POLICY .....	51
ACADEMIC POLICY.....	51
ATTENDANCE PROGRESS (COURSE COMPLETION LENGTHS)* .....	51
DETERMINATION OF PROGRESS.....	52
EVALUATION PERIODS .....	52
WARNING.....	53
PROBATION.....	53
APPEAL PROCEDURE.....	53
RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS.....	53
LEAVE OF ABSENCE POLICY .....	53
INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS.....	54
NONCREDIT, REMEDIAL COURSES, REPETITIONS.....	54
CHANGING MAJORS.....	54
WITHDRAWAL/INCOMPLETE STUDENTS POLICY.....	54
RE-ENTRY POLICY.....	54
TRANSFER STUDENTS .....	54
STANDARDS OF CONDUCT / RULES AND REGULATIONS.....	55
• ATTENDANCE: .....	55
• ABSENCES:.....	55

• BREAK TIMES.....	55
• Procedure Sheets:.....	55
• EQUIPMENT .....	56
• DESK:.....	56
• SANITATION: .....	56
• DRESS CODE: .....	56
• NAME BADGES/APRONS: .....	56
<i>COPYRIGHT INFRINGEMENT.....</i>	<i>57</i>
<b><i>WITHDRAWAL POLICY .....</i></b>	<b><i>57</i></b>
<i>NOTICE OF STUDENT RIGHTS.....</i>	<i>58</i>
<i>STUDENT RIGHTS TO CANCEL.....</i>	<i>58</i>
<i>INSTITUTIONAL REFUND POLICY.....</i>	<i>58</i>
.....	58
ACCREDITING COMMISSION FORMULA .....	59
DETERMINATION OF WITHDRAWAL FROM SCHOOL.....	59
<b><i>VOTER REGISTRATION.....</i></b>	<b><i>60</i></b>
<b><i>Drug and Alcohol Abuse Consequences .....</i></b>	<b><i>60</i></b>
<b><i>MEDICAL POLICY.....</i></b>	<b><i>61</i></b>
<b><i>CAMPUS SECURITY.....</i></b>	<b><i>61</i></b>
CRIME AWARENESS, DRUG FREE WORKPLACE REPORT .....	61

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## APPROVAL DISCLOSURE STATEMENT

- **California College of Barbering and Cosmetology** is a private for-profit institution and is granted its approval from the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94915. The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau, nor does this approval to operate indicate that the institution exceeds minimum state standards. Institutional approval must be re-approved every five years and is subject to continuing review.

The **BPPE** has approved instruction in the following courses offered by California College of Barbering and Cosmetology:

<b>Cosmetology</b>	<b>1500 Clock Hours</b>
<b>Barbering</b>	<b>1200 Clock Hours</b>
<b>Barber Crossover for Cosmetologists</b>	<b>200 Clock Hours</b>
<b>Cosmetology Crossover for Barbers</b>	<b>300 Clock Hours</b>
<b>Esthetician</b>	<b>600 Clock Hours</b>
<b>Manicuring</b>	<b>600 Clock Hours</b>
<b>Student Instructor</b>	<b>600 Clock Hours</b>

Instruction is provided within a 13,473 sq. foot facility with an occupancy level accommodating 350 students at any one time. The facility location is 1024 E. March Lane Stockton, CA 95210. Prospective enrollees are required to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel before enrolling, attending class or signing Enrollment Agreements.

The following are agencies, which set minimum standards for our program of studies in accordance with their individual requirements:

### **The State of California, Department of Consumer Affairs – Board of Barbering and Cosmetology:**

Provides licenses to graduates upon passing the Barbering and Cosmetology Board examination.

**Bureau for Private Postsecondary Education** The Bureau exists to promote and protect the interests of students and consumers: (i) through the effective and efficient oversight of California's private postsecondary educational institutions, (ii) through the promotion of competition that rewards educational quality and employment outcomes, (iii) through proactively combating unlicensed activity, and (iv) by resolving student complaints in a manner that benefits both the complaining student and future students.

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. These documents will assist the student to make a more educated selection of the programs of study offered by this institution. The Institutional Catalog and Disclosures are updated annually, with the dates covered by the documents stated on the cover page.

## QUESTIONS REGARDING THIS CATALOG

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

1747 N. Market Blvd, Suite 225

Sacramento, CA 95834

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone (916) 431-6959, (888) 370-7589

Fax: (916) 263-1897

## BANCRUPTCY STATEMENT

California College of Barbering and Cosmetology does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the proceeding five years nor has a petition in bankruptcy filed against it in the proceeding five years that would have resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

## **COMPLAINT (GRIEVANCE) PROCEDURE**

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

Any student who has a serious complaint concerning a course, an instructor or staff member is invited and encouraged to discuss the problem with the Instructor or staff member. However, if after a discussion the student still feels dissatisfied, they have the right to move the complaint to the college Director. The complaint must be in writing and should outline the allegation or nature of the complaint; and filed on the official complaint form located in the Registrar Office. The complainant will be notified within 14 calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.

The College will make every attempt to resolve any student complaint that is not frivolous or without merit. The complaint procedure will be included in new student orientation, thereby assuring that all students know the steps to follow should they desire to register a complaint. Evidence of final resolution of all complaints will be retained in the College files in order to determine the frequency, nature and patterns of complaints. The information will be used in evaluation of institutional effectiveness and outcomes. If the complainant wishes to pursue the matter further they may contact the school's California regulatory agency:

### **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION:**

Physical Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834  
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818  
Phone Number: (916) 431-6959  
Toll Free: (888) 370-7589  
Fax Number: (916) 263-1897  
Website [www.bppe.ca.gov](http://www.bppe.ca.gov)



## GREETING FROM OUR SCHOOL OWNER

Dear Student,

It is my pleasure to welcome you to the California College of Barbering and Cosmetology (CAL CBC). I would like to thank you for choosing CAL CBC to guide you in achieving your educational goals. All the Instructors and staff of the College take this responsibility very seriously. As professionals with many years' experience in the fields of Cosmetology and Barbering, it is our singular objective to provide you with superior academic and practical knowledge to prepare you to be successful in the Cosmetology and Barbering industries. It is my promise that we will consistently strive to provide fundamental learning principles, as well as innovative and advanced techniques.

As Cosmetology and Barbering are not only **Arts** and **Sciences** but businesses as well, we have structured our curriculums to include Business classes to provide you will the tools to have a competitive edge upon your entry into the workforce. Additionally, we have a pool of certified guest artists who visit our campus on a regular basis to provide cutting edge color, haircutting, nail art and spa classes to our student body. Upon your successful completion of our program our desire is for you to be not only prepared to pass your exam but to possess the necessary tools to build a lucrative and lasting career in the exciting and ever changing fields of Cosmetology Barbering, Nails and Esthetics.

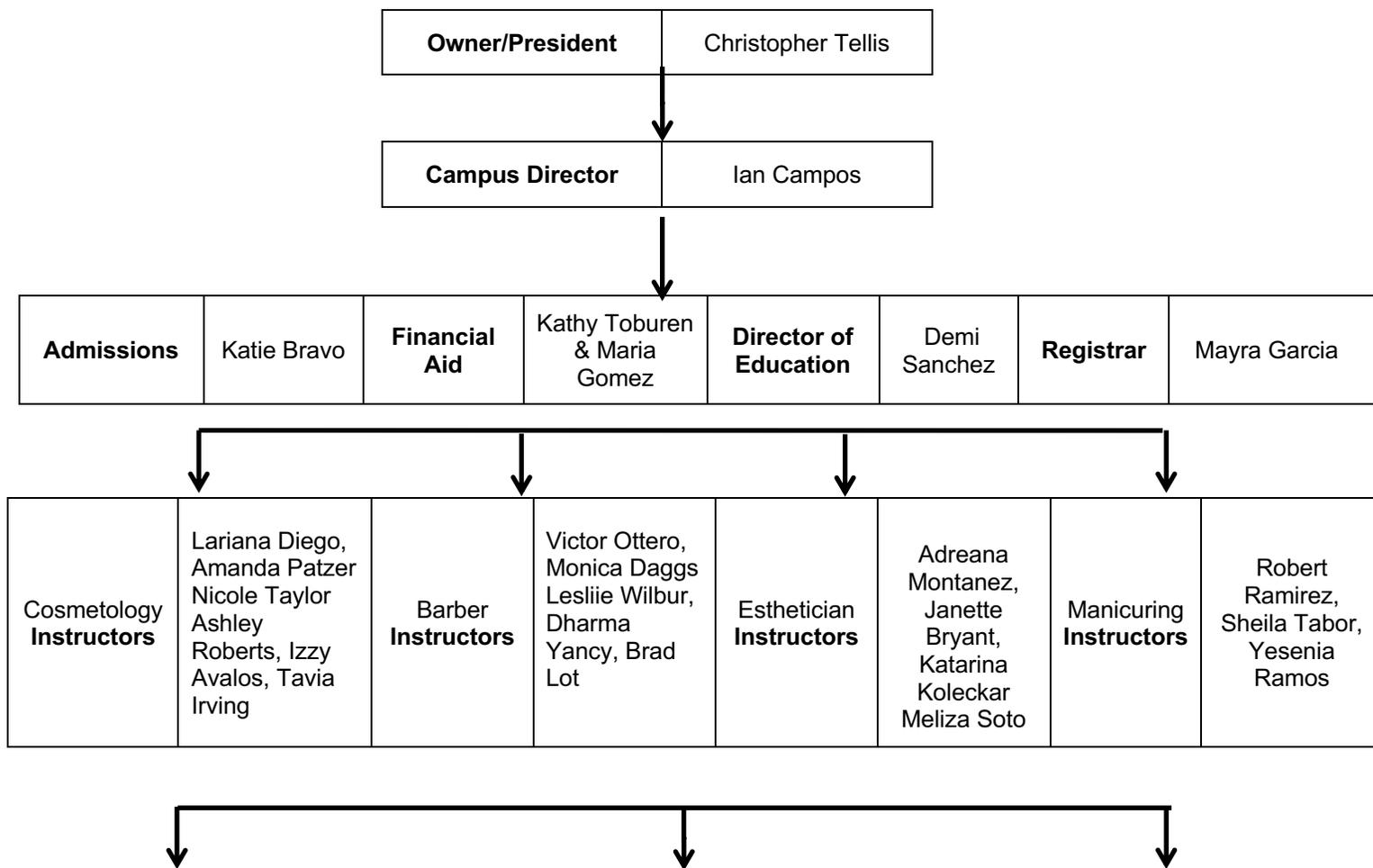
Our commitment to you as graduates does not end on your last day of school. Our team actively participates in your job placement and will continue to monitor your gainful employment long after you graduate. We encourage you to call and visit often. We want to hear about your successes and advise you on your career path.

My team has the experience, knowledge and expertise to provide you with a comprehensive educational experience and it is our privilege to provide those proficiencies to you... a future graduate.

I certify that all contents of this Catalog are current, true and correct to the best of my knowledge,

*Christopher Tellis*  
CEO/President

## ORGANIZATIONAL CHART



## FACULTY QUALIFICATIONS

<b>Christopher Tellis</b> <b>Owner/President</b>	President of Embarcadero Financial Corp. San Francisco Art Institute: Trustee Emeritus
<b>Ian Campos</b> <b>Campus Director</b>	Licensed Cosmetologist: 11 Years in the beauty School Industry
<b>Katie Bravo</b> <b>Admissions</b>	Admissions: 7 Years Licensed Cosmetologist: 9 Years
<b>Karthleen Toburen</b> <b>Financial Aid</b>	Financial Aid: 21 Years in post secondary education
<b>Demi Sanchez</b> <b>Director of Education</b>	Licensed Cosmetologist: 9 Years Instructing: 9 Years
<b>Mayra Garcia</b> Registrar	Business management: 14 Years
<b>Maria Gomez-Alvarez</b> Financial Aid	Financial Aid: 13 Years in post secondary education
<b>Dharma Yancy</b> Lead instructor	Licensed Cosmetologist: 10 Years Instructing: 8 Years

## MISSION STATEMENT

It is the mission of the California College of Barbering and Cosmetology (CAL CBC) to create career opportunities in the fields of Barbering and Cosmetology for willing and hard working students.

Our objective is to provide a superior learning environment by employing the best instructors who will inspire our students and help them develop the necessary technical, business and personal skills required for success within the Cosmetology and Barbering Industries. California College of Barbering and Cosmetology will utilize the latest technologies combined with time-tested instruction techniques. We will operate the College with a high level of expectation that our students will complete the course of study; pass their Exams for licensure in the State of California, and go on to find good, stable jobs in the fields of Barbering and Cosmetology.

## HISTORY AND OWNERSHIP

**California College of Barbering and Cosmetology** was opened in 2015 and is currently owned by CAL CBC, LLC.

## GOALS AND EDUCATIONAL OBJECTIVES

It is our purpose is to:

- Produce skilled and knowledgeable professionals who are prepared with the necessary fundamentals to enter the Cosmetology and Barbering industries.
- Create the finest learning environment possible by emphasizing personal progress, individualized attention, and progressive teaching methods.
- Support each student in achieving his or her own professional aspirations.
- Prepare our graduates to become employed in the business for which they have been trained.
- Respond to the request of the industry for specific training needs and education programs. To evaluate and revise our educational programs when necessary for the benefit of our students.
- Prepare our successful graduates to function at an entry level in the fields of Cosmetology, esthetics, manicuring and Barbering in positions such as: Barber, Hair Stylist, Colorist, Make-Up Artist, Manicurist or School Instructor. Through the benefit of practice and experience they may progress to become Salon Managers, Salon Owners, Cosmetology/Barbering Educators, Platform Artists, School Directors or School Owners.

## COLLEGE CODE OF ETHICS POLICY

It is the intention of the College to abide by the rules and regulations established by the Bureau for Private Postsecondary Education and the State of California, Department of Consumer Affairs – Board of Barbering and Cosmetology. CAL CBC will maintain positive relationships with its students, clients and guests extending them courtesy and respect. We will advertise truthfully and honestly at all times. Above all, CAL CBC will produce graduates who will be an asset to the Cosmetology and Barbering industries.

## WHAT WE ASK OF OUR STUDENTS

As a team of successful professionals we believe that a high degree of attendance is the largest contributing factor to achievement in our School as well as maintaining gainful employment in the industry. Therefore, we maintain strict attendance standards that reflect employment expectations. Prospective Students who apply for admission, meet our enrollment criteria, and are accepted for registration, need only to complete the enrollment process. After enrollment, students must demonstrate **Satisfactory Progress** as established by school policy. Satisfactory Progress is defined as earning minimum academic and practical grades as well as satisfying minimum attendance standards of the school. (See the section, regarding Satisfactory Progress, for minimum standards.) Prior to Enrollment, it is important for all prospective students to understand and prepare for the expectations of progress that will be expected of them while enrolled in our school.

## ADMINISTRATION BUSINESS HOURS

The School Administrative offices are open for business Monday through Friday from 9:00 am to 5:00 pm or by appointment. For issues related to admissions, academics, accounting and placement, please make an appointment or visit the offices within their business hours. The administrative office may be reached at (209) 952-5318.

## ACCREDITATION

The California College of Barbering and Cosmetology and all its courses are fully accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS). CAL CBC has also been licensed by the Bureau for Private Postsecondary Education and has a license to operate as a vocational institution in the State of California.

National Accrediting Commission of Career Arts and Sciences  
3015 Colvin St.  
Alexandria, VA 22314

(703) 600-7600

## FINANCIAL AID

Students who are eligible for Title IV Financial Assistance are accepted for enrollment if they have met all of the admission requirements of the College and have established a class start date convenient for the student and the school.

Financial aid may consist of funding from one or several sources, including federal, state and private agencies. Most financial aid recipients receive a combination “package” comprised of more than one type of assistance.

The CAL CBC Financial Aid Officer is here to explain your available options and guide you through the application process. If you have any questions or would like to schedule an appointment please call (209) 952-5318 and ask to speak to the Financial Aid Officer.

## ELIGIBILITY REQUIREMENTS

Students must meet certain eligibility requirements to receive Federal Student Aid (FSA) funds\*. Students must:

1. Provide documentation of either a high school diploma or a General Education Diploma (GED) certificate.  
NOTE: Pursuant to H.R. 2055, Consolidated Appropriations Act, 2012, enacted on December 23, 2011, amending Section 484(d) of the Higher Education Act (20 U.S.C. 1091(d)), ATB students who first enroll after July 1, 2012, will no longer be eligible to receive Financial Aid. To be eligible for Financial Aid students must have a High School Diploma, GED, proof of completion of a State-approved home school program, or acceptance into CAL CBC on the basis of a score of over 200 on both the verbal and quantitative Online Wonderlic Placement Exam. Students who have previously taken an ATB test and who have been enrolled on that basis prior to July 2, 2012, remain eligible to receive Financial Aid.
2. Be enrolled in an eligible program.
3. Have a valid Social Security card.
4. Register with Selective Service if required.
5. Be either a U.S. citizen or a permanent resident.
6. Not be in default with any federal student loans, nor owe an overpayment on any federal student aid grant.

\*Some students may not be eligible based on drug related offenses.

## FINANCING FOR INTERNATIONAL STUDENTS

The California College of Barbering and Cosmetology welcomes international students. However CAL CBC is a private institution and is not eligible to receive funding under the California “Dream Act” (AB 540) which provides in-state tuition benefits for undocumented students and certain other students who attend or will attend public universities in California. Undocumented AB 540 students are not eligible for federal student aid, including Pell and other grants, government loans, and federal work-study. Federal financial aid is also not available for students who are applying as nonimmigrant alien international students under an M-1 Visa status.

## APPLICATION PROCEDURE

The first step in applying for Title IV Federal Financial Aid is to complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Free Application for Federal Student Aid (FAFSA) is a US Department of Education information form, which all students in the United States must complete in order to determine their eligibility for financial aid. Think of this as a document that is used to assist with the costs of your education. Eligibility is determined on the basis of your financial need as established by the government.

Upon completion of the FAFSA, the student is given an Expected Family Contribution (EFC) number. The EFC is used to determine how much and what kind of financial aid a student is eligible for. In addition to the EFC, the direct and indirect costs of the program, enrollment status, length of enrollment, and funds available at CAL CBC will also impact award amounts. The Financial Aid office will provide entrance and exit counseling utilizing the Department of Education online website applications at [www.studentloans.gov](http://www.studentloans.gov)

The student (or parent if applicable) may need to complete any one or all of the following:

1. Loan entrance counseling
2. Authorization form
3. Promissory note
4. Parent PLUS loan request form and promissory note
5. Verification worksheet
6. Payment options

## CRITERIA FOR SELECTION OF ELIGIBLE APPLICANTS

Students who are eligible for Title IV Financial Assistance are accepted for enrollment if they have met all of the admission requirements of the College and have established a class start date convenient for the student and the school.

## DISBURSEMENTS

Financial aid funds are disbursed at evaluation periods for completed hours. Please refer to the Satisfactory Academic Progress policy in this catalog for further details. FSEOG funds are disbursed at the same time as other financial aid funds, but are only available in the first academic year on a first-come, first-served basis.

## FINANCIAL AID PROGRAMS

CAL CBC administers several federal programs of student assistance including:

**Pell Grant (FPELL):** Federal Pell grants are awarded to students who have not earned a bachelor's or professional degree. Because they are grants, funds are not typically repaid (unless you withdraw from school prior to the end of the award period). Eligibility is determined according to need, number of hours in the academic program, and the cost of attendance.

**William D. Ford Federal Direct Loans:** The Direct Loan program provides educational loan(s) that must be repaid, with interest, even if you do not complete your academic program. Loans may be obtained through the William D. Ford Federal Direct Loan Program. Generally, all students who complete a FAFSA and are not in default on any previous federal student loan(s) are eligible for the program. Loans obtained through this program are lower fixed interest rate loans that are guaranteed by the U.S. Department of Education. A student can apply for Direct Loans through the College Financial Aid Department.

**Federal Subsidized Loan:** The Subsidized Loan is awarded to students who demonstrate financial need. Subsidized loans do not charge the borrower with interest on the amount borrowed while in school and up through a six month grace period after leaving school.

**Note:** Loans for students who have exceeded the maximum eligibility period (150% of the program length) for attendance on their Federal loan eligibility could begin to accrue interest after the student exceeds the 150% limit. Interest accrued in such a manner accumulates and is added to the principal amount of your loan. Interest does not accrue retroactively to the date the loan was disbursed. For more information please see your Financial Aid Officer or visit: <https://studentaid.ed.gov/types/loans/subsidized-unsubsidized>.

**Federal Unsubsidized Loan:** The Federal Unsubsidized Loan allows students to borrow a Federal Direct Loan who did not demonstrate sufficient financial need for the subsidized version. The same terms and conditions as the Subsidized Loan apply, except that the borrower is responsible for interest that accrues while she/he is in school and after leaving school. Generally, you may choose to make interest payments on the loan while you are in school or have the interest added to your principal balance (capitalized) when your repayment schedule begins (six months after your last day of attendance).

**Federal Parent PLUS Loans:** The Federal Parent PLUS loan is available to parents of dependent students with good credit to help pay their child's educational expenses. PLUS loans are not based on need. They can be combined with other financial aid resources and cannot exceed the student's cost of education.

**Veterans Educational Benefits:** The programs at CAL CBC are licensed by the California State Approving Agency for Veterans Education. For more information on veterans benefits, please see your Admissions Representative.

**MyCAA: Military Spouse Career Advancement Accounts (MyCAA)** provide financial assistance for educational purposes for qualified military spouses meeting eligibility requirements. For information regarding amounts and eligibility please visit the website at:

[www.militaryonesource.com/MOS/FindInformation/Category/MilitarySpouseCareerAdvancementAccounts.asp](http://www.militaryonesource.com/MOS/FindInformation/Category/MilitarySpouseCareerAdvancementAccounts.asp)

**Tuition Flex:** CAL CBC offers multiple, flexible payment plan options through Education Loan Source. These payment plans allow students to spread payments over a pre-set period of time, as opposed to paying the full amount up-front. Students choose the program that best fits within their budget. An interest rate may apply depending on the plan chosen. No credit check is required at the time of application, and the process is completed 100% online using an e-signature validation.

## **ADDITIONAL INFORMATION**

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

For more information regarding student and parent loans, please refer to the US Department of Education publication, "Funding Education Beyond High School" at [www.edpubs.gov/document/EN0990P.pdf](http://www.edpubs.gov/document/EN0990P.pdf), or visit the website at [www.studentloans.gov](http://www.studentloans.gov).

All students are requested to meet with Financial Aid for an Exit interview prior to leaving the College. Financial Aid Officers are available on campus from 9 am to 5 pm, Monday through Friday, or by appointment.

If the student defaults on a federal or state loan, both of the following may occur:

- The federal or state government, or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

## **NSLDS DISCLOSURE**

**PLEASE note that any loan borrowed by the student or parent will be submitted to the National Student Loan Database System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.**

## **ADMISSIONS DISCLOSURE FORM**

We are required by federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution does not excuse you (the borrower) from repayment of any Federal Student Loan made to you (the borrower) for enrollment at this institution.

## **ENTRANCE/EXIT COUNSELING**

Taking on debt is a serious business. You need to fully understand the responsibilities that go along with the opportunity provided by receiving financial assistance.

If you are a first time borrower, prior to receiving your first disbursement, all students are required to complete entrance counseling. To complete your Direct Loan Entrance Counseling, go to [www.studentloans.gov](http://www.studentloans.gov), and sign in using your FSA ID. Select "Complete Entrance Counseling." Note that you can add an email address to which correspondence about your loans can be sent. For additional information, read "Direct Loan Entrance Interview" pamphlet and/or go to <https://studentloans.gov>.

You will also receive counseling from your admissions officer and the financial aid officer.

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

## TUITION PAYMENT POLICY

Tuition payment advising services will be provided to each student prior to Enrollment. Several payment plans are available and offered to students on an individual basis. All payment arrangements will be made at the time of Enrollment. Payments may be made by cash, credit card, money order, or check.

All tuition payments are due by the 5th of each month. Students making monthly payments will be charged a \$25.00 late fee for each past due payment not made by the 10<sup>th</sup> of the month. There will be a \$25.00 charge for any checks returned for non-sufficient funds.

## VETERANS POLICY STATEMENTS

**Probation policy – Standard of Progress, CFR 21.4253(d)(1), (d)(2), (d)(3) and (d)(4).**

Students who are receiving benefits from Veteran's Assistance programs must meet the required 70% GPA and/or 70% attendance. If they are not meeting the requirements, they will be placed on probation for a month (two probation periods or two months at a maximum). If at the end of the probation period they are still not meeting the standards, benefits will be terminated.

**Reinstatement / Re-Enrollment Policy** It is the policy of this institution that any student on any funding program, including Financial Aid, Veteran's Assistance, etc., who withdraws from the institution, or is terminated, and is not making satisfactory progress at the time of withdrawal, may be able to re-enroll at a later time. Please refer to the Re-Enrollment Policy in this catalog.

## RETURN OF TITLE IV FUNDS (R2T4)

To be affected by this regulation, Title IV eligible students who begin attendance and completely withdraw, or otherwise cease attending must have actually received Title IV or met the conditions for a late disbursement (Post-Withdrawal Disbursement). If the student enrolled but never attended any classes all Title IV aid disbursed must be returned.

The student earns Title IV aid through attendance. When a student withdraws from the college, the school goes through an accounting procedure to calculate the current state of student finances with regard to financial aid: does the Department of Education have excess funds that have been earned and not disbursed, or has the student and/or school received more than was earned? This accounting procedure is called an R2T4 calculation. CAL CBC's own refund policy or other outside policies do NOT impact the amount of Title IV aid earned.

CAL CBC calculates Title IV disbursements on a payment period rather than an enrollment period. Federal law requires that when a student withdraws during a payment period, the amount of Federal Student Aid program assistance that you have earned up to that point is determined by a specific formula (R2T4 Calculation). If you received (or the school received on your behalf) less assistance than the amount you earned, you will be able to receive those additional funds and a post-withdrawal disbursement will be calculated. If the student is owed more than he or she has received at the time of withdrawal, a Post-Withdrawal Disbursement will be made within 30 days. If the student received more assistance than earned, the excess funds must be returned within 45 days. The statute requires that a student is responsible for all unearned Title IV program assistance that CAL CBC is not required to return. This is determined by subtracting the amount returned by the College from the total amount of unearned Title IV funds to be returned.

For the purpose of determining the amount you owe, the student shall be deemed to have withdrawn from the program when any of the following occurs:

- a. You notify the school of your withdrawal or the actual date of withdrawal, whichever is later.
- b. The School terminates your enrollment as provided in the enrollment agreement.
- c. You fail to attend classes for a 14-day period.
- d. You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

The student is liable to the College and earns Federal Student Assistance (FSA) funds based on "scheduled hours". These are the hours that would have elapsed if the student had been attending CAL CBC in complete compliance with the schedule as detailed in the enrollment agreement. However, the student only receives credit toward graduation and earns the right to FSA funds based on the hours they have actually attended, verified by the biometric clock-in and attendance taken in class. Therefore CAL CBC is said to "operate" on a clock-hour basis. The amount of assistance that the student is allowed to keep and apply to tuition and expenses is determined on a pro-rata basis. That is, if the clock hours show that you have attended 30 percent of the payment period, you can earn 30 percent of the assistance you were originally scheduled to receive. Once you have attended more than 60 percent of the payment period or period enrollment, you earn all of your assistance.

Clock hour attendance is tracked by a required time clock sign-in and double-checked by faculty daily attendance records. CAL CBC does not guarantee that the student will get credit for attendance if they do not use the time clock to sign in and out of the school.

If you received excess funds that must be returned, your school must return a portion of the excess equal to the lesser of

- Your institutional charges multiplied by the unearned percentage of your funds or
- The entire portion of excess funds.

When conducting the R2T4 calculation, the school will take into account both the *aid that has been disbursed* as well as the *aid that could have been disbursed*. In all Title IV loan programs, a promissory note must be signed for a loan to be included as *aid that could have been disbursed* in an R2T4 calculation.

The school may also have *aid that has been disbursed*, which are in the student's school credit account but have not yet been distributed. Within 14 days after the school performs the R2T4 calculation, a Title IV credit balance must be allocated first to repay any Title IV Grant Account overpayment.

With authorization by the student, and after the school has completed its own refund calculation Title IV earned funds, both remaining in the student's school credit account or *aid that could have been disbursed*, may be used to pay off any remaining debt to the school and to pay down remaining Title IV financial aid. Further student or parent authorization is not needed if the payments owed to the school are covered by the terms of the signed enrollment agreement.

Repayments of FSA shall be made in the following order:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of Title IV funds is required.
- FSEOG for which a return of Title IV funds is required
- Other Title IV assistance.

Any remaining loan funds the student has received, the student (or the student's parent for a PLUS LOAN) must be repaid in accordance with the terms of the Promissory Note. That is, the student makes scheduled payments to the holder of the Note over a period of time.

If the student is responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50% of the grant assistance that you receive or are entitled to receive. Any amount that you do have to return is a grant overpayment, and you must make arrangements with your school or the Department of Education to return the funds.

Students are advised that they may owe money to the school if they withdraw, as the California State Refund Policy will apply for contract purposes.

## **ORIENTATION CLASSES**

Orientation classes are conducted the Friday before the first day of attendance for each new class. Prior to enrollment each prospective student must have physically visited the school facilities, reviewed with the Admissions Representative any questions regarding their student rights, disclosure statements and have signed an Enrollment Agreement (Contract) for their course of study.

## **NEW CLASS STARTING DATES**

New students may start every other month. Please see the Admissions office for exact start dates. All classes are held on the California College of Barbering and Cosmetology Campus located at:

1024 E. March Lane  
Stockton, CA 95210

## CALENDAR OF HOLIDAYS

The school is open on a continual basis Tuesday through Friday 9:00 AM to 10:00 pm. Saturday 9:00 AM to 5:00PM and Monday from 5:00PM to 10:00PM. The school is closed on all Sundays, Monday during the day, and the following breaks and legal holidays:

:

05/30/22		Memorial Day
07/04/2022		Independence Day
09/05/2022		Labor Day
11/24/2022	11/26/2022	Thanksgiving Break
12/24/2022	01/01/2023	Winter Break

Please note: The above scheduled Holidays will not be counted against the student's Scheduled Date of Completion on the Enrollment Agreement (Contract). However, all other unexcused absences will incur additional instructional charges.

## PLACEMENT AND EMPLOYMENT ASSISTANCE

The College cannot guarantee the student employment upon graduation. However, the College does post employment opportunities on the Student Bulletin Board. The College extends open invitations to many salons in our area to come in for the purposes of recruitment. The Staff and Instructors will use their best efforts in assisting students in securing employment upon graduation.

Due to the ever-increasing dollars spent in the beauty industry, graduates have excellent opportunities to obtain a position. However, those students who are highly motivated and continually seek advanced education will be in the most demand. Although no School can absolutely guarantee employment, our staff and instructors will use their best efforts in assisting students in securing employment upon graduation. We want our students to be gainfully employed! Job Placement assistance is provided to our graduates at no additional charge.

All inquiries from area salons in need of Barbers, Stylists, Nail Technicians and Skin Care Specialists are posted on the Job Placement Bulletin Board located in the Student Break area. These postings are kept on file in the Registrar Office. All students nearing graduation are encouraged to seek help from our Administration and Instructional Staff to assist them in securing a position.

Note: No guarantees are made concerning job placement as an inducement to enroll, nor can promises be made that placement is assured upon graduation.

## HANDICAPPED STUDENTS POLICY

The College will make every effort to accommodate its Students, Clients and Staff with physical handicaps. Handicapped parking is available and the facility is handicapped accessible (restrooms, doorways etc.).

## NON-DISCRIMINATION POLICY

The College in its admission, instruction, graduation and employment policies practices nondiscrimination on the basis of race, age, sex, gender, color, sexual orientation, religion, handicap, financial status or ethnic origin in its Admission, Staffing, Instruction or Graduation policies.

## NON-RECRUITMENT POLICY

In compliance to its Code of Ethics, the College does not recruit students already attending or admitted to another school offering similar programs of study.

## ADDITIONAL TRAINING POLICY

The College maintains database records for its graduates tracking their California State Barbering and Cosmetology Board Licensing Examination results. The results are recorded as passed or failed. Our goal is to have the student pass their Exam the first time. However, any Student that has failed the Licensing Examination is encouraged to return to

California College of Barbering and Cosmetology for further training in subsequent attempts to pass the Exam. This training will be offered at no additional charge to the student.

### **GAINFUL EMPLOYMENT POLICY**

Upon graduation and successfully completing the California State Barbering and Cosmetology Board Licensing Examination, the College will place the Graduate in its database and maintain an electronic record for the purpose of tracking Gainful Employment rates. The Placement Advisor will follow up with the Graduate to gather the information to be placed on the Graduate's electronic record.

### **HOUSING POLICY**

The College does not have dormitory facilities therefore, does not provide housing. However, there are several low cost apartment buildings nearby within walking distance or easily reached by the local bus service. Rental rates for a one-bedroom apartment range from \$500 to \$750 per month. Students seeking admission may request (enrolled students will find posted on the Student Bulletin Board) a list of nearby apartments. However, the College is not responsible for securing or honoring any lease agreements entered into by its students.

### **RIGHTS AND RESPONSIBILITIES**

The student has the right to ask the school

- 1) About its programs, laboratory, other physical facilities as well as its faculty.
- 2) The cost of attendance and the refund policy for students who drop out.
- 3) The financial assistance programs available; including information on all private lenders
- 4) Institutional financial assistance programs.
- 5) The procedures for submitting application for available tuition payment assistance programs.
- 6) How the school determines whether you are making Satisfactory Progress and what happens if you are not.
- 7) What special facilities and services are available to the handicapped.

It is the student's responsibility to:

- 1) Review and consider all the information about their program of choice – prior to Enrollment.
- 2) Pay special attention to the application for tuition payment assistance. Complete it accurately, and submit it timely.
- 3) Provide all documentation, corrections, and/or new information requested by either the agency to which you submitted the application.
- 4) Read, understand, and keep copies of all forms you are asked to sign.
- 5) Request an Exit Interview at the time you are leaving the school to determine if you owe a balance to the College.
- 6) Notify the College of a change in your name, address, phone number, or attendance status (for example: Full Time versus Part Time attendance).
- 7) Understand your school's Refund Policy.
- 8) Understand and comply with the Enrollment Status, Financial charges, Financial terms, time allowed for Course Completion, Refund Policy and termination procedures as specified in the Enrollment Agreement (Contract) you will be asked to sign.
- 9) Understand that it is your responsibility and your liability when errors are made for funds for which you are not eligible are advanced to you or credited to your school account. This includes Local, State or Private funds paid on your behalf due to providing false, misleading or fraudulent documentation to the College.

### **STUDENT EXPRESSION POLICY**

Students, individually and collectively, are free to express their views on issues of institutional policy and on matters of general interest to the student body. They are free to support the causes by orderly means, which do not disrupt the regular and essential operation of the College. Students, through established School committees, may institute policies concerning the student's academic and non-academic affairs.

### **SEXUAL HARRASSMENT POLICY**

Sexual harassment is against the law and will not be tolerated from the Students, Staff or Clients of the College. If any Student or Staff member feels they are experiencing sexual harassment they should bring their concerns to the Director of the College immediately.

### **ENROLLMENT STATUS DEFINED (Note: Students are allowed to make up hours by attending classes outside normally scheduled hours.)**

<u>Status:</u>	<u>Enrollment and Attendance</u>	<u>Enrollment and Attendance</u>
	<u>Minimum per week:</u>	<u>Maximum per week:</u>
<b>Full Time:</b>	<b>40 Hours per week</b>	<b>65 Hours per week</b>
<b>Part Time:</b>	<b>30 Hours per week</b>	<b>65 Hours per week</b>

## Evening Hours

25 Hours per week

65 Hours per week

### CLASS SCHEDULE

Full-Time Days: <b>40 hours per week</b>	Tuesday – Saturday: 9:00am to 5:00pm With (1) ½ lunch break and (2) fifteen minute breaks
Part Time Days: <b>30 hours per week</b>	Tuesday – Saturday: 9:00am to 3:00pm with (2) fifteen minute breaks
Evening Nights: <b>25 hours per week</b>	Monday– Friday: 5:00pm to 10:00pm, with (1) fifteen minute break

### RE-SCHEDULING POLICY

Students will be expected to attend the schedule agreed upon in the Enrollment process. However, should a student find it necessary to reduce their hours of attendance (i.e. Full Time to Half Time) they must make an appointment with the registrar office immediately; prior to beginning the new schedule. A calculation will be made as to how many hours are left for the student's completion. The student will then be allowed the exact number of weeks required for course completion at their new schedule. Students may have (1) one schedule change per enrollment at no charge. All other requests for schedule changes will be done at fee of \$100.00 per request.

### REGISTRATION FEE POLICY

A non-refundable registration fee of \$150.00 will be charged in addition to the Tuition charged. If a student is not accepted or cancels before the start of classes or seven calendar days, of signing the Enrollment Agreement, whichever is later, any advanced tuition paid will be refunded.

### PROGRAM CHANGES

Students are encouraged to choose their course of study carefully. Program changes will be permitted only for students who have a valid reason for such a request. Students must attend all classes in which they originally enrolled until the requested change is officially authorized. Such requests will only be authorized by the Director. Students who are permitted to change programs will be charged appropriate withdrawal and re-registration fees subsequent to their request.

### CLOSURE AND/OR COURSE CANCELLATION POLICY

In the event the School closes for any reason, a school closure plan must offer the student a reasonable opportunity to promptly resume and complete the canceled program(s) or similar program at an institution, which offers similar educational programs. As a condition of any school closure plan, a list of all currently enrolled students would be provided to the **BPPE**. The plan will indicate the arrangements made for each student to complete his or her education.

In the event of a school closure, this School, in the same geographic area as this School's location, would perform a teach-out. The teach-out would not cost any more than the balance of the original fees committed by you to this school under your enrollment agreement (contract), which had not been already paid for the course work completed to date.

This School will provide individual notice to all students if a teach-out is necessary and diligently advertise such availability.

If this School does not develop a teach-out plan, the students will receive a refund in accordance to a pro-rata refund of tuition.

If a course is cancelled subsequent to a student's enrollment, the school shall provide a full refund of all monies paid.

### EVALUATION POLICY

Students are evaluated in their course of study solely on the basis of their performance in meeting appropriate academic standards and objectives established for the course.

### STUDENT LOCKERS

Lockers are not available on campus.

### DUE PROCESS POLICY

The College's adjudication procedures shall insure fairness and due process in matters in which violations of the College Rules, Regulations and Standards of Conduct occur.

## TRANSCRIPT POLICY

A fee of \$25.00 will be charged to students who request copies of their transcripts. All transcript requests must be in writing, either by mail, email or in person. All student information retained by the College is confidential and cannot be released to outside parties without the written authorization of the student. Written authorization must be made for each instance of release of information. Hours and operations completed are transferable to any other Cosmetology school. However, students with an outstanding balance on their tuition account will not receive their Transcripts (Proof of Hours) until their account balance is paid in full.

Students who leave the school owing a balance must contact the business office within 7 business days of their departure to make payment arrangements for the debt owed to the school. The students Proof of Training will not be released until their financial obligation has been fulfilled. The school has no responsibility for any personal property (including but not limited to; Equipment and Books) left on school premises for longer than 30 days following a withdrawal. After 30 days any unclaimed personal property will be disposed of. The school will not accept responsibility for these items. The Business Office will send a monthly invoice to the student for the balance owed.

The Business Office will work with the student to arrange a monthly payment plan to resolve an account balance. It is important for anyone owing a balance to keep the Business Office informed of any change in address, telephone number, etc. If there is no response from the former student, the school may find it necessary to send the unpaid fees to a collection agency for collection. If an account is assigned to an outside collection agency, the student loses the opportunity to deal with the school directly. The student will be responsible to pay any reasonable collection fees and/or legal fees associated with said collection of the amount owed to the College. Also, once assigned to an outside collection agency, the account will be reported to a National credit bureau as a past due debt. Once an account has been assigned to a collection agency, the former student must deal directly with that agency.

## FACILITIES

California College of Barbering and Cosmetology is centrally located at 1024 E. March Lane Stockton, CA 95210. Modern classrooms and student Laboratory are furnished with new fixtures and equipment. The College is a non-smoking facility. The school has the following in adequate supply for the use of our students:

Nail Art Supplies	Private Esthetician Treatment Room
Chair Dryers	Student desks and tables
Time Clocks	Reception Desk
Cosmetology Stations	Styling Chairs
Esthetician Classroom	Audio and Visual Aids
Esthetician Waxing/Makeup Room	Shampoo Bowls
Freshman Classroom	
Manicuring Stations	Student Lunch Area with Refrigerator and Microwaves
Paraffin Wax Machine	Vending Machines
Dispensary Room	Large Private Classrooms for Theory Classes
Books and Periodicals in Student Library	Manicuring Supplies (Liquid, powder, polish etc.)
Hair Supplies (Color, perms etc.)	
Esthetician Supplies (Facial Scrubs, creams, makeup etc.)	

## RESOURCE LIBRARY

The CAL CBC library is open at all hours the school is open. Located outside the FA office.

Students may check out materials from the library at any time by contacting their individual instructor.

## LANGUAGE POLICY

All courses offered by the California College of Barbering and Cosmetology are taught in English. The Institution does not provide an English as a second language (ESL) course.

Students who have questionable English language skills will be interviewed by a committee of an instructor, the admissions officer and the school director to determine if the student has the ability to absorb the information in the textbooks and lectures. Alternatively a high school diploma or GED from an English only school or a passing score of 200 on the verbal Online Wonderlic Placement Exam, in English, will qualify the student.

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

The transferability of credits you earn at the California College of Barbering and Cosmetology (CAL CBC) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in any of the

CAL CBC courses is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you maybe 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 California College of Barbering and Cosmetology to determine if your diploma will transfer.

### **ACCESS TO FILES AND RETENTION OF FILES POLICY**

The College maintains and safeguards student files in metal filing cabinets in the corresponding Office. All offices are locked at all times unless an Administrative Staff member is present. Students Enrollment, Academic, Attendance records and Financial files will be retained for a period of 5 years from the date of the student's completion or withdrawal. Transcripts will be retained permanently. After five years, all other student records will be destroyed in accordance with Federal and State Regulations. Files will be maintained at the College at its campus located at 1024 E. March Lane Stockton, CA 95210.

Students (or in the case of a dependant minor student, the parent or legal guardian) may request, in writing, to view their student files by making an appointment with the Director. An appointment with the student will be made within 14 calendar days of the request. They will review their files under the Director's supervision.

The student has the opportunity to challenge such records on the grounds they are inaccurate or misleading. If the student prevails with their challenge the College will correct the student's file. If the College refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.

If a student requests a copy of their file it will be produced at a charge of twenty cents per page copied. If the requested information or file must be mailed, an additional postage charge will be applied and the information will be mailed in a timely manner, not to exceed 14 days.

### **PRIVACY RIGHTS (STUDENT INFORMATION RELEASE) POLICY**

In accordance with the FERPA act (see below), College Administrative personnel will not discuss with parents a student's attendance, grades or any other personal information regarding the student unless the student is a dependant minor or gives their written permission to do so. Directory information will not be released without first securing written consent from the student or parent/legal guardian of a dependant minor, giving them the option to request the information not be released. The exception to this policy is as follows:

The College may release, without first securing written permission from the student, which could include the student's name, and major, dates of enrollment and attendance, completion/withdrawal, licensure and placement data to the following agency(s):

- The State of California, Department of Consumer Affairs – Board of Barbering and Cosmetology
- Bureau for Private Postsecondary Education
- NACCAS (National Accrediting Commission of Career Arts and Sciences)
- College Administrative Staff who have a need to know
- Other schools to which a student is transferring
- Certain government officials carrying out lawful functions
- Appropriate parties in connection to the student for purposes of State assistance programs
- Individuals who need to know in cases of health or safety emergencies

### **UNITED STATES DEPARTMENT OF EDUCATION WASHINGTON D.C. 20202**

### **FACT SHEET FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

The FERPA is a Federal law designed to protect the privacy of a student's educational records. The law applies to all schools, which receive funds under an applicable program from the U.S. Department of Education.

The FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reason such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies.

Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.

Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- 1) School employees who have a need-to-know
- 2) Other schools to which a student is transferring;
- 3) Parents when a student over 18 is still dependent;
- 4) Certain government officials in order to carry out lawful function;
- 5) Appropriate parties in connection with financial aid to a student;
- 6) Organizations doing certain studies for the school;
- 7) Accrediting organizations
- 8) Individuals who have obtained court orders or subpoenas;
- 9) Persons who need to know in cases of health and safety emergencies;
- 10) State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974

Schools may also disclose, without consent, directory-type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of eligible student to request the school not disclose that information about them.

Schools must notify parents and eligible students of their rights under this law. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to each school.

Schools must adopt a written policy about complying with the FERPA. Schools must give the parent or eligible student a copy of the policy, on request.

If you wish to see your child's education records, or if you are over 18 or are attending college and would like to see your records, you should contact the school for the procedure to follow.

If you have any questions about the FERPA, or if you have problems in securing your rights under this Act, you may call (202) 401-2057 or write to: Family Policy Compliance Office, Department of Education, 400 Maryland Avenue, S.W., Room 3017 Washington, DC 20202-4605.

## **HEALTH SERVICES**

Student health services may be obtained by scheduling an appointment with the Student Affairs Office. Students seeking advice or help with any health, alcohol, or drug related problems will be given information on where to go to seek treatment. The Registrar's Office maintains a list of facilities available for these issues. Any student accident or injury on campus will be processed through the Director's office.

## **DRUG AND ALCOHOL ABUSE POLICY**

In accordance with the Drug-Free Workplace Act of 1988 (P.L.100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

## **DRUG ABUSE PREVENTION PROGRAM**

Our College does not accept and will not overlook drug abuse. Administrative personnel will be accessible to any student, if a problem exists and the student wishes to seek help. All conferences will be kept confidential.

The College provides drug abuse prevention and treatment program information to all students in new student Orientation and at least once a year has a drug abuse educator give an anti-drug abuse class at the campus.

## ATTENDANCE POLICY

The School's policy regarding attendance is applied uniformly and fairly. The school is a clock hour school and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Excused and unexcused absences are only for the purpose of determining satisfactory progress. Any clock hours missed must be made up by the student's contracted graduation date, plus a grace period of four weeks for Cosmetology and Barbering Students and one week for the other programs. If the program is not completed by this deadline, an over-contract charge of \$15.00 an hour will apply, as indicated on the Enrollment Agreement.

All students must complete their course within 143% of the scheduled program plus any authorized leaves of absences. Student progress toward completion of the course within the maximum time permitted will be determined at the end of each evaluation period.

Attendance Progress will be determined by dividing the student's total amount of hours attended by the number of hours that could have been completed from the student's start date (Scheduled Hours). The overall attendance must be 70% or better.

**TARDINESS:** There is no grace period, and tardiness is not an option. **The student is considered late and not able to clocking in after 9am (Day Students) or after 5pm (Night Students)**

- **MAKE UP:** A student who is on academic probation for a grade point deficiency will be removed from probation when the student's accumulated grade point average is 70% or higher. A student can make up tests during theory class. Test make up is scheduled for the last Friday of every month. The student can also do practical work on the salon floor and receive credit. Students may make up missed hours on the last Monday 5-10-pm and Saturday 9am -5pm of the month. The request for make up hours must be submitted to their instructor and approved by the director with a minimum of one day before the day scheduled to make up.
- **ABSENCE:** A student who is on attendance probation for failure to meet the minimum requirements of attendance may reestablish attendance progress by attending the maximum required hours necessary to bring their average to the required minimum.  
Any student who has not been in attendance for 14 calendar days will be considered to be a withdrawal student and will be terminated by the 21<sup>st</sup> calendar day. The withdrawal policy will apply.

## EXCUSED /UNEXCUSED ABSENCES

Any medical or legal documented absence is considered excused. All other absences are considered unexcused, and may be considered as ground for dismissal. If a leave of absence is granted for sufficient cause, the number of days missed will be added to the contracted date of completion. If a leave of absence is not granted, the number of days missed will be subtracted from the 30-day grace period allowed beyond date of completion.

## SAFETY AND HEALTH REQUIREMENTS

Within the fields of Cosmetology, Barbering, Esthetics and Manicuring there is exposure to certain product ingredients, sharp implements and equipment that if used improperly, because of caustic reaction, sharpness or extreme temperatures, may be considered a safety or health hazard. All programs provide instruction for the proper handling usage and disposal of chemicals and use of mechanical and electronic equipment. The College complies with the state OSHA Standards.

## SAFETY STRATEGIES

All students are responsible for the safety of themselves and their clients. These are basic guidelines that will aid in the proper procedures to be followed in the event of an emergency:

### EMERGENCY EXIT OF THE BUILDING

All instructors are responsible for informing their classes of emergency evacuation procedures. Emergency procedures will be discussed during your first class meeting. An evacuation plan is posted in each classroom. Any questions regarding the evacuation plan should be referred to the Director.

### ALARM SYSTEM

Should the alarm system sound, evacuation is mandatory! **Failure to evacuate is unlawful!**  
Remain calm and orderly; walk quickly, but do not run to the nearest exit.

Follow all instructions given by emergency personnel (i.e. firefighters and or police).  
Seek out and give needed assistance to any disabled individuals in the area.  
Exit through the doors marked **EXIT** and report to the parking lot located in front of the school. The school staff will conduct a head count to ensure that everyone is accounted for.  
Stay in the parking lot until instructed to do otherwise.  
Do not re-enter the building until told to do so by emergency personnel and/or the College Director

## HEALTH/INJURY EMERGENCIES

In the event of a serious illness or injury on campus, shout for someone to call 911! Do not leave the victim alone. Wait until an Instructor or emergency personnel arrive. Do not move the victim unless absolutely necessary. Please have **all** parties involved complete a Campus Injury Report Form – located in the Instructors Office.

## THEFT/VANDALISM

Immediately report the theft of equipment or any instances of theft or vandalism immediately. Please have **all** parties involved complete a Campus Crime Report located in the Instructors Office.

## CHEMICAL SAFETY

All students will use a variety of chemicals. As part of the Phase I curriculum students are instructed how to read the directions and appropriate usage of all products. If anyone should experience an adverse reaction to any of the chemicals used in the school, they must be treated according to the First Aid instructions listed on the chemical. This information can be found in MSDS (Material Safety Data Sheets) located at the front desk. Protective clothing and gloves should be worn when working with chemicals.

## FLOOR HAZARDS

Should you discover such a hazard as wet floors, spills, hair on the floor or any other substance, have others avoid the area, and take the appropriate steps to eliminate the hazard. If you are unsure of how to do so, inform an Instructor right away.

## BLOOD SPILL HAZARDS

If you should cut yourself, you must immediately stop what you are doing! Clean and sanitize the area with alcohol and dispose of all materials used to do so in the “Bio-Hazard” containers located in several areas of the Laboratory. There is a First Aid Kit located in the Dispensary. Inform an Instructor right away of the problem. They will determine if the cut is severe enough for you to wear a glove to continue with your assignment. If you are unable to stop the blood flow and are in need of medical attention, go immediately to an Instructor.

## SECURITY

The College has had no reported incidences of violence, crime or drug offenses according to the Stockton Police Department. The College does not tolerate alcohol or drug abuse on campus. Any student found to be using, possessing or distributing drugs or alcohol will be terminated from the College and the authorities will be notified of such offenses.

The College will on a yearly basis invite a substance abuse counselor to give a seminar to the Students and Staff to help them to recognize the signs of such abuses.

## INSTITUTIONAL APPROVAL DOCUMENTATION

The College maintains all Local and State Licenses. Documentation of its State Approval by the Bureau of Private Post Secondary Education (**BPPE**) California Board of Barbering and Cosmetology and Accreditation by the National Accrediting Commission Association of Career Arts and Sciences (NACCAS) are available for inspection upon request as well as posted in plain view of the public in its Reception area.

## ADMISSIONS REQUIREMENTS (POLICY)

The College accepts as regular students those individuals who have:

- Proof of Education: Applicants must provide a copy of a High School Diploma, High School Official Grade Transcripts with proof of **graduation date**, or GED or a score of over 200 and both the verbal and quantitative sections of the Online Wonderlic Placement Exam.
  - Please see your admissions representative for information regarding online GED prep courses. There is no online GED Test. The GED Test must be taken in person at a location licensed by the state. Your admissions representative can provide more information regarding costs and test dates in the Stockton Area.

- Proof of Age: Applicants must be 17 years of age and provide a copy of a valid Driver's License or Birth Certificate. Students must be 17 years of age or older at the time they apply for the California State Barbering and Cosmetology Board Licensing Exam.
- If otherwise qualified students do not have a high school diploma or GED, CAL CBC will accept prospective students who also have a minimum 10<sup>th</sup> grade education, have the ability to benefit from CAL CBC training and were enrolled at another participating institution before 7/1/2011. The ability to benefit from the training must be demonstrated by taking an ABT test. CAL CBC accepts any ATB skills test independently administered by a proctor licensed by the Department of Education. (NOTE: TITLE IV FUNDING IS NOT AVAILABLE FOR STUDENTS TESTING AFTER JULY 1, 2012.)

Pursuant to H.R. 2055, Consolidated Appropriations Act, 2012, enacted on December 23, 2011, amending Section 484(d) of the Higher Education Act (20 U.S.C. 1091(d)), ATB students who first enroll after July 1, 2012, will no longer be eligible to receive Title IV funding. To be eligible for Title IV, students must have a High School Diploma, GED, or proof of completion of a State-approved home school program. Students who have previously taken an ATB test and who have been enrolled on that basis prior to July 1, 2012, remain eligible to receive Title IV.

CAL CBC welcomes international students who demonstrate proficiency in English, and have valid visas and work permits that will establish their qualifications for work within the beauty services industry. Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency. CAL CBC does not offer visa assistance but will provide documentation that the student is enrolled in a post secondary vocational program.

## TRANSFER STUDENTS POLICY

CAL CBC also accepts transfer students. A transfer student will be enrolled for the full contracted hours of their program of choice. The transfer student will receive credit for previous training from a qualified cosmetology, nail or skin care school with proper documentation (official transcript and/or withdrawal forms showing proof of hours, services and tests and after being evaluated in both theoretical and practical abilities by an Instructor.) CAL CBC will accept 25% of transfer hours from a State licensed school, supported by an official transcript and proof of training. The contracted program will then be modified proportionately and the contracted hours and education costs adjusted on the student's tuition account. The acceptance of any and/or all of the transferring hours and services is at the discretion of the College. Students will be charged the hourly rate of Tuition for the total amount of hours required for course completion and a Registration fee of \$150.00.

The College does not recruit students already attending or admitted to another school offering a similar course of study. However, the College will accept any transfer students moving into our area or who wish to transfer to our College from other beauty schools in our area. CAL CBC has not entered into an articulation or transfer agreement with any other school. The College does not accept any experiential hours (hours received through experience working in the field).

## VETERAN' POLICY STATEMENTS

### Probation policy – Standard of Progress, CFR 21.4253(d)(1), (d)(2), (d)(3) and (d)(4).

Students who are receiving benefits from Veteran's Assistance programs must meet the required 70% GPA and/or 70% attendance. If they are not meeting the requirements, they will be placed on probation for a month (two probation periods or two months at a maximum). If at the end of the probation period they are still not meeting the standards, benefits will be terminated.

Cal CBC will review all previous education and training of veterans and eligible persons. The institution will maintain a written record of the previous education and training. The record will clearly indicate the credit has been granted, if appropriate, with the training period shortened proportionately and the student notified accordingly.

## RE-ENTRY POLICY

CAL CBC will also allow students to reenter a program after they have withdrawn. Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time they left. To be clear, students who are satisfactory at the point of withdrawal may apply for re-enrollment, and will be considered to be making satisfactory progress at the point of re-entry. Students must submit a 3 page essay on the changes they have made to return and complete the program.

By the same token, a student failing to meet minimum satisfactory requirements at the point of withdrawal will be considered for probation upon re-entry. Prior to re-entry, the student must ensure that all steps necessary to qualify for

probation have been met. (See Probation pg. 52). If the student qualifies, they will be placed on probation upon re-entry and will remain on probation until the next scheduled evaluation point. Repetition, course incompletes and no-credit remedial courses have no effect upon a student's satisfactory progress status.

The College registers students Tuesday through Saturday 9:00am to 5:00pm. Classes start the first Monday (for Evening) and Tuesday (for daytime) of every month.

## INSTRUCTIONAL TECHNIQUES

Your education at the California College of Barbering and Cosmetology is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course. To summarize what you can expect:

- Lesson plans which coincide with the Milady textbooks and workbooks.
- Lecture coinciding with the Milady textbooks and workbooks.
- Demonstrations of techniques and procedures.
- Testing coinciding with the Milady textbooks and workbooks, demonstrations of techniques, procedures and guest speakers.
- Guest speakers.
- Grading and correction of student techniques and procedures.
- Audio and visual aids.
- Handouts and guides.
- Reference Materials: Modern Salon Magazine, Nails Magazine, Salon Business Magazine and additional reference books contained in the College Library

## GRADING PROCEDURES:

To successfully prepare for a career in the beauty industry, students must learn both the theory of their profession and the required practical skills. The qualitative element used to determine progress is a reasonable system of grades similar to those the student will have experienced in grammar and high school. Grades are determined according to the student's ability to satisfactorily demonstrate that the objectives of the class at hand have been accomplished. Examinations of student progress are performed at regular intervals and at specific levels of achievement. Examinations will test student progress on Theory (written exams) and Practical (hands on) Skills. Instructors shall have the final say regarding the grade applied. At each interval, students will be assigned a composite grade based on an average of scores on the two tests. In addition, the student will have a cumulative grade based on the average of grades to the defined evaluation periods for each individual course. (See Determination of Progress) Students must achieve a minimum cumulative score of 80% at the evaluation point midway through their course and upon graduation. Student's work will be graded based upon the following scale:

A	=	90% to 100%	Excellent
B	=	80% to 89%	Good
C	=	70% to 79%	Satisfactory
D	=	60% to 69%	Not Satisfactory
F	=	0% to 59%	Failing

## REPORT DELAYED

If a student has received an incomplete grade for a test, an Instructor may assign a student an RD (Report Delayed) symbol when there is a delay in reporting the actual test grade. It is a temporary notation to be replaced by a permanent grade as soon as possible. An RD is not to be used in calculating grade point averages.

## CREDIT FOR CLASS AND PRACTICE HOURS

Students record their attendance on a digital fingerprint time clock by clocking IN at the start of the day, OUT then back IN for the morning and afternoon breaks, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. **The student is considered late and not able to clock in for the day after 9am (Day Students) or after 5pm (Night Students).** Students will receive credit for operations completed after each operation or project verified by an Instructor, at which time the student will be graded. The daily hours and operations earned are recorded on the student Applied Effort Sheet. The Instructor must initial the monthly procedure sheet on the daily as verification of the student's attendance. At the end of each month, a new procedure sheet is prepared from the previous months procedure sheet. **Procedure sheets are the property of the College and must remain on premises at all times.**

## GRADUATION REQUIREMENTS

To be eligible for graduation students must:

- 1) Complete the required hours of training and complete the course of study according to State requirements.
- 2) Maintain satisfactory progress requirements per the criteria of the Satisfactory Progress Policy, which includes a cumulative score of 80% on academic and practical testing, and attendance.
- 3) Take a final examination on practical procedures, and a written examination-having a passing score of not less than 80%.
- 4) Fulfill all financial obligations to the school and/or have a pre-approved Institutional Finance Plan (IFP) in place prior to completing required hours.
- 5) Complete an exit interview and complete required exit paperwork.

Upon completion of these requirements, a diploma/certification of hours will be provided. The student's rights under this agreement may not be assigned to any other person.

## PRE-APPLICATION PROCESS

In accordance with the California State Board of Barbering and Cosmetology Regulations, as of January 1<sup>st</sup> 2022 students are no longer able to pre-apply for their exam. The board no longer requires a practical exam in order to obtain a license, regardless of the program completed.

## ABSENCE POLICY:

Absences caused by medical, legal or military necessity or family bereavement will be excused if acceptable documentation containing the date(s) of absence, on letterhead, signed by an official and providing a telephone number for verification, is promptly provided to the Administration staff. Please schedule appointments for medical/dental checkups, public agency appointments, etc. **for non-school days.**

All unexcused absences will extend the projected Completion date by the number of hours absent, and the student runs the risk of failing to complete before the Contracted Completion Date. The student will be charged an additional \$15.00 per hour for each hour attended by the student past the Contracted Completion date. At the time of Enrollment students will be advised of their Scheduled Date of Completion. This policy will be reinforced in Student Orientation. It is the policy of the College that its students know and fully understand the repercussions of excessive absences. As a courtesy, Cosmetology and Barber students will be given an additional four weeks past the **Contracted** Completion Date for allowance of absences in addition to the number of scheduled school holidays. All other courses will receive an additional one week. However, please choose your absent time wisely!

The Director will be notified by the Registrar of all students with excessive absences (defined as more than one absence or tardy per week). The student will be advised of the excessive absences and an improvement plan will be established.

If a student is absent on a Saturday (daytime) or Friday (evening) without the prior approval of the Director of education, (unexcused absence) said student will be suspended for three consecutive school days. The student will incur the additional costs of this suspension if the original Contracted Completion date is exceeded.

Any student who has not been in attendance for **14 consecutive calendar days** will be considered to be a withdrawal student and will be terminated by the 21<sup>st</sup> calendar day. The withdrawal policy will apply.

## TERMINATION POLICY FOR RULES VIOLATIONS

**Any of the following are grounds for immediate termination.** Students may be dismissed upon the first incidence with or without prior warning. Dependent on the severity of the offense the Director of the College will determine the appropriate disciplinary action, inclusive of suspension or expulsion.

- 14 consecutive days of unexcused absences.
- Non-payment of tuition to the College as agreed by the student.
- Failure to abide by the College Standards of Conduct or Policies after 3 written warnings.
- Low grades due to lack of effort after academic counseling.
- Using profanity, immoral conduct on or near school premises or fighting on school premises.
- Intoxication, possession or distribution of alcohol or illegal drugs.
- "Stealing Time" (clocking IN, leaving school premises then returning later to clock OUT).
- Being off school grounds while punched IN on the time clock.
- Insubordination, physical or verbal abuse of another Student, Staff Member, Instructor or Client.

- Dishonesty, cheating or knowingly furnishing false information to the College.
- Theft or damage to the property of the College, Staff or Students.
- Unsatisfactory attendance or academic progress.
- Hazing or any act; physical or verbal that injures, degrades or disgrace another student.
- Defamatory remarks made against another student or staff member.

### TERMINATION FOR POOR GRADES (ACADEMIC DISMISSAL)

Students failing to re-establish good standing after one grading period on Academic Probation are placed on Academic Dismissal. A student may continue in school at the discretion of the Campus Director if there were extenuating circumstances that led to the continuing poor academic performance. Failure to return to good standing after this additional grading period may lead to dismissal, unless the student can demonstrate extenuating circumstances.

### TUITION FEES AND EXPENSES

Program total and estimated charges.

(Subject to Change Without Notice)

Please note: All Registration Fees are NON-Refundable	Clock Hours	Registration Fee	Books and Equipment	STRF Fee	Tuition	Total Cost	Tuition Rate Per Hour
Cosmetology	1,500	\$150	\$2,800	\$52.50	\$17,900	\$20,902.50	\$11.93
Barbering	1,200	\$150	\$2,800	\$45	\$15,000	\$17,995.00	\$12.50
Barber Crossover for Cosmetologists	200	\$150	\$1,500	\$12.50	\$3,500	\$ 5,162.50	\$17.50
Cosmetology Crossover for Barbers	300	\$150	\$1,200	\$15	\$4,500	\$ 5,865.00	\$15.00
Esthetician	600	\$150	\$2,900	\$30	\$8,900	\$ 11,980.00	\$14.83
Manicuring	600	\$150	\$1,500	\$22.50	\$7,500	\$ 9,172.50	\$12.50
Student Instructor	600	\$150	\$400	\$10	\$3,000	\$ 3,560.00	\$5.00

**Tuition Fees and Expenses are charged on a pro-rata basis minus the registration fee. For instance if a student has completed 400 hours of a 1,600 hour program they will be liable for 25% of the total cost after deducting \$150.**

### STUDENT TUITION RECOVERY FUND STATEMENT (FEES)

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of 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.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

**Note: As of April 1, 2022, the STRF charge is \$2.50 per \$1,000. The student is responsible for this fee. The current charge is calculated at a rate of \$2.50 for each \$1,000 charges, rounded down to the nearest \$1,000. For example, a Cosmetology Course with total charges of \$19,900 would have STRF fees of \$47.50.**

## **EQUIPMENT AND SUPPLIES**

Due to the nature of instruction at the College, students must purchase an Equipment and Book Kit from CAL CBC or a third party.

Equipment and Book fees are non-refundable after issue to the student. Pivot Point Textbooks and the student kit are issued on the 2nd week of the program. Please note: Students will not receive any part of their student Kit until the 3rd week of instruction, for online classes. Until issue students will use Phase I equipment and supplies provided by the college.

All needed supplies and equipment during Phase I training will be available in the Phase I classroom. At the end of the freshman training, each student will be expected to use their equipment issued to them in the clinic lab and throughout the remainder of their course. The kit contains the equipment necessary for a successful completion of the course. Students are expected to maintain the Kit by replacing lost or broken articles. The school is not responsible for a student's equipment, either lost, or stolen. Due to sanitary reasons, the equipment once issued and accepted by the student, is no longer returnable to the school upon withdrawal from the course of enrollment. The equipment therefore, becomes the property and responsibility of the student.

# COURSE CURRICULUMS

## COSMETOLOGY (1,500 Clock Hours)

### COURSE DESCRIPTION

The **COSMETOLOGY** course of study consists of 1500 clocked hours covering all phases of Cosmetology, Skin Care, Manicuring and Pedicuring as mandated by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. A **Cosmetologist** provides personal services to their clientele relating to the care and beautification of the Hair, Skin and Nails. A Cosmetologist must develop an attractive appearance, pleasant personality and observe professional ethics.

### COURSE FORMAT

The curriculum for students enrolled in a **COSMETOLOGY** course shall consist of 1,600 clock hours of technical instruction and practical operations as mandated by the State of California Department of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Practical training shall mean the time it takes to perform a practical operation.

### INSTRUCTIONAL METHOD

Your education at the California College of Barbering and Cosmetology is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### GRADING PROCEDURES

To successfully prepare for a career in Cosmetology, students must learn both the theory of their profession and the required practical skills. The qualitative element used to determine progress is a reasonable system of grades similar to those the student will have experienced in grammar and high school. Grades are determined according to the students ability to satisfactory demonstrates that the objectives of the class at hand have been accomplished. Examinations of student progress are performed at regular intervals and at specific levels of achievement. Examinations will test student progress on Theory (written exams) and Practical (hands on) Skills. Instructors shall have the final say regarding the grade applied. At each interval, students will be assigned a composite grade based on an average of scores on the two tests. In addition, the student will have a cumulative grade based on the average of grades to the defined evaluation periods for each individual course. (See Determination of Progress) Students must achieve a minimum cumulative score of 80% at the evaluation points midway through their course and upon graduation. Student's work will be graded based upon the following scale:

A	=	90% to 100%	Excellent
B	=	80% to 89%	Good
C	=	70% to 79%	Satisfactory
D	=	60% to 69%	Not Satisfactory
F	=	0% to 59%	Failing

### EDUCATIONAL OBJECTIVES

The objective of the **COSMETOLOGY** program is to train students in the basic skills needed to meet the competencies for the examination required by the State of California Department of Barbering and Cosmetology. Passing the exam is a requisite in order to obtain a Cosmetology License, which is a requirement to operate as a Cosmetologist in the state of California. Upon passing their examination and receiving their license, students are qualified for entry-level employment in California in this industry.

**Performance Objective:**

1. Acquire knowledge of laws and rules regulating the established California Cosmetology practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of Hair, Skin, and Nails.
3. Acquire knowledge of general Theory relative to Cosmetology including Anatomy, Physiology, Chemistry, and Biology.
4. Acquire business management techniques common to Cosmetology.

**Skills to Be Acquired:**

1. Learn the proper use of implements relative to all Cosmetology services.
2. Acquire the knowledge of analyzing the Scalp, Face, and Hands before all services are done, to determine any disorders.
3. Learn the procedures and terminology used in performing all Cosmetology services.
4. Learn the application of daytime and evening make-up to include the application of false Eyelashes.
5. Learn the proper procedure of Manicuring to include Water and Oil Manicure and Pedicure.
6. Learn the application of Brush-on Nails, Nail Wraps, and Nail Tips.

**Attitudes and Appreciations To Be Developed:**

1. Pursue good workmanship common to Cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Develop interpersonal skills in dealing with clients and colleagues.

**Course Contents:**

The curriculum for the Cosmetology course consists of 1500 clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Technical and practical training shall include the following hours and/or operations:

## COSMETOLOGY

	Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
	<b>Hairdressing- technical &amp; practical training</b>		
1	<b>Hairstyling</b> -hair analysis, finger waving, pin curling, comb outs, straightening, waving curling with hot coombs and hot curling irons and blower styling	75	155
2	<b>Permanent Waving/straightening</b> -hair analysis, acid and alkaline permanent waving, chemical straightening including sodium hydroxide and other base solutions	30	80
3	<b>Hair Coloring and Bleaching</b> -use of semi-permanent, demi-permanent and temporary color, PD and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights and use of dye removers	75	100
4	<b>Hair Cutting</b> - use of scissors, razor (shaper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting	190	310
5	<b>Law &amp; Regulations-BBC Act and BBC rules and regulations</b>	25	0
6	<b>Health &amp; Safety Considerations</b> – training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis	50	0
7	<b>Disinfection &amp; Sanitation</b> -proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments	75	25
	<b>Esthetics- Training</b>		
9	<b>Manual, Electrical and Chemical Facials</b>	20	25
	(A) Manual Facials including cleansing, scientific manipulations, packs, and masks.		
	(B) Electrical Facials, including the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes.		
	(C) Chemical Facials, including chemical skin peels, packs, masks and scrubs.		
10	<b>Eyebrow Beautification and Make-up</b>		
	(A) Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.	20	30
	(B) Makeup, including, but not limited to, the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting.	35	40
	<b>Manicuring and Pedicuring-Technical Instruction and Practical Training</b>		
11	Manicuring and Pedicuring, including, but are not limited to: water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	20	25
12	Artificial Nails and Wraps, including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs	15	30
	<b>CAL CBC shall provide also training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards</b>	<b>Taught throughout the course</b>	<b>Taught throughout the course</b>

## ESTHETICIAN (600 Clock Hours)

### **COURSE DESCRIPTION**

The **ESTHETICIAN** course of study consists of 600 clocked hours covering all phases of Skin Care, as mandated by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. An **Esthetician** provides personal services to their clientele relating to the care and beautification of the Skin. An Esthetician must develop an attractive appearance, pleasant personality and observe professional ethics.

### **COURSE FORMAT**

The curriculum for students enrolled in an **ESTHETICIAN** course shall consist of 600 clock hours of technical instruction and practical operations as mandated by the State of California Department of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

### **INSTRUCTIONAL METHOD**

Your education at the California College of Barbering and Cosmetology is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### **GRADING PROCEDURES**

To successfully prepare for a career as an Esthetician, students must learn both the theory of their profession and the required practical skills. The qualitative element used to determine progress is a reasonable system of grades similar to those the student will have experienced in grammar and high school. Grades are determined according to the students ability to satisfactorily demonstrate that the objectives of the class at hand have been accomplished. Examinations of student progress are performed at regular intervals and at specific levels of achievement. Examinations will test student progress on Theory (written exams) and Practical (hands on) Skills. Instructors shall have the final say regarding the grade applied. At each interval, students will be assigned a composite grade based on an average of scores on the two tests. In addition, the student will have a cumulative grade based on the average of grades to the defined evaluation periods for each individual course. (See Determination of Progress) Students must achieve a minimum cumulative score of 80% at the evaluation points midway through their course and upon graduation. Student's work will be graded based upon the following scale:

A	=	90% to 100%	Excellent
B	=	80% to 89%	Good
C	=	70% to 79%	Satisfactory
D	=	60% to 69%	Not Satisfactory
F	=	0% to 59%	Failing

### **EDUCATIONAL OBJECTIVES**

The objective of the **ESTHETICIAN** program is to train students in the basic skills needed to meet the competencies for the examination required by the State of California Department of Barbering and Cosmetology. Passing the exam is a requisite in order to obtain an Esthetician License, which is a requirement to operate as an Esthetician in the state of California. Upon passing their examination and receiving their license, students are qualified for entry-level employment in California in this industry.

#### **Performance Objective:**

1. Acquire knowledge of laws and rules regulating the established California Esthetician practices.
2. Acquire the knowledge of sanitation and sterilization as related to the care and beautification of the Skin.
3. Acquire knowledge of general Theory relative to Esthetics including Anatomy, Physiology, Chemistry, and Electricity.

4. Acquire business management techniques common to Esthetics.

**Skills to Be Acquired:**

1. Learn the proper use of implements relative all Esthetic services.
2. Develop the knowledge to recognize the various skin conditions and disorders.
3. Develop the knowledge relating to products used by an Esthetician and determined for individual customer use.
4. Develop the knowledge of safety precautions in Esthetician practice.

**Attitudes and Appreciations To Be Developed:**

1. Pursue good workmanship common to Esthetics.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Develop interpersonal skills in dealing with clients and colleagues.

**Course Contents:**

The curriculum for the Esthetician course consists of 600 clock hours of technical instruction and practical training covering all practices constituting the art of Esthetics pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical training shall include:

**ESTHETICIAN**

	<b>Subject</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operations</b>
	<b>Facials - Hours of Technical Instruction and Practical Training</b>		
<b>1</b>	<b>Manual, Electrical and Chemical Facials</b>	<b>150</b>	<b>150</b>
	(A) Manual Facials including cleansing, scientific manipulations, packs, and masks.		
	(B) Electrical Facials, including the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes.		
	(C) Chemical Facials, including chemical skin peels, packs, masks and scrubs.		
<b>2</b>	Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.	<b>25</b>	<b>25</b>
	<b>Health &amp; Safety-Hours of Technical Instruction</b>		
<b>3</b>	<b>Law &amp; Regulations-BBC Act and BBC rules and regulations</b>	<b>30</b>	
<b>4</b>	<b>Health &amp; Safety Considerations</b> –training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	<b>30</b>	
<b>5</b>	<b>Disinfection &amp; Sanitation</b> -proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments	<b>30</b>	
<b>6</b>	<b>Anatomy &amp; Physiology-human anatomy, human physiology, Bacteriology, skin analysis and conditions</b>	<b>30</b>	
	<b>Hair Removal and Make-Up- Hours of Technical Instruction and Practical Training</b>		

7	<b>Eyebrow Beautification</b> , including, but not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25	50
8	Make-up, including, but not limited to: skin analysis, basic and corrective application, application of false eyelashes.	10	20
	<b>CAL CBC shall provide also training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards</b>	Taught throughout the course	Taught throughout the course
9	<b>Additional Training</b>	10	15

## MANICURING (600 Clock Hours)

### **COURSE DESCRIPTION:**

The **MANICURING** course of study consists of 600 clocked hours covering all phases of Manicuring and Pedicuring as mandated by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. A **Manicurist** provides personal services to their clientele relating to the care and beautification of the Nails of the Hands and Feet. A Manicurist must develop an attractive appearance, pleasant personality and observe professional ethics.

### **COURSE FORMAT:**

The curriculum for students enrolled in a **MANICURING** course shall consist of 600 clock hours of technical instruction and practical operations as mandated by the State of California Department of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

### **INSTRUCTIONAL METHOD**

Your education at the California College of Barbering and Cosmetology is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### **GRADING PROCEDURES**

To successfully prepare for a career in Manicuring, students must learn both the theory of their profession and the required practical skills. The qualitative element used to determine progress is a reasonable system of grades similar to those the student will have experienced in grammar and high school. Grades are determined according to the student's ability to satisfactorily demonstrate that the objectives of the class at hand have been accomplished. Examinations of student progress are performed at regular intervals and at specific levels of achievement. Examinations will test student progress on Theory (written exams) and Practical (hands on) Skills. Instructors shall have the final say regarding the grade applied. At each interval, students will be assigned a composite grade based on an average of scores on the two tests. In addition, the student will have a cumulative grade based on the average of grades to the defined evaluation periods for each individual course. (See Determination of Progress) Students must achieve a minimum cumulative score of 80% at the evaluation points midway through their course and upon graduation. Student's work will be graded based upon the following scale:

A	=	90% to 100%	Excellent
B	=	80% to 89%	Good
C	=	70% to 79%	Satisfactory
D	=	60% to 69%	Not Satisfactory
F	=	0% to 59%	Failing

## EDUCATIONAL OBJECTIVES:

The objective of the **MANICURING** program is to train students in the basic skills needed to meet the competencies for the examination required by the State of California Department of Barbering and Cosmetology. Passing the exam is a requisite in order to obtain a Manicuring License, which is a requirement to operate as a Manicurist in the state of California. Upon passing their examinations students receive a license and are available for entry-level employment in California in this industry.

### Performance Objective:

1. Acquire knowledge of laws and rules regulating the established California Manicuring practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of the Nails of the Hands and Feet.
3. Acquire knowledge of general Theory relative to Manicuring including Anatomy, Physiology, Chemistry and Biology
4. Acquire business management techniques common to Manicuring.

### Skills to Be Acquired:

1. Learn the proper use of implements relative to all Manicuring services.
2. Acquire the knowledge of analyzing the Nails of the Hands and Feet before all services are done to determine any disorders.
3. Learn the procedures and terminology used in performing all Manicuring services.
4. Develop the knowledge of safety precautions for use in Manicuring, Pedicuring, and Artificial Nails.
5. Learn the proper procedure of Manicuring to include Water and Oil Manicure and Pedicure.
6. Learn the application of Brush-on Nails, Nail Wraps, and Nail Tips.

### Attitudes and Appreciations To Be Developed:

1. Pursue good workmanship common to Manicuring.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Develop interpersonal skills in dealing with clients and colleagues

### Course Contents:

The curriculum for the Manicuring course consists of 600 clock hours of technical instruction and practical operations covering all practices constituting the art of Manicuring pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

## **MANICURING**

	SUBJECT	Minimum Hours of Technical Instruction	Minimum Practical Operations
	<b>Nail Care-300 Hours of Technical Instruction and Practical Training</b>		
1	Manicures and Pedicures, including, but not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	<b>130</b>	<b>270</b>
	<b>Health and Safety-100 Hours of Technical Instruction and Practical Training</b>		
2	<b>Law &amp; Regulations-BBC Act and BBC rules and regulations</b>	<b>15</b>	

3	<b>Health &amp; Safety Considerations</b> – Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25	
4	<b>Disinfection &amp; Sanitation-</b> include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Students shall learn the ten required minimum operations that are necessary for performing all functions for disinfecting instruments and equipment as specified in Sections 979 and 980.	25	
	<b>Anatomy &amp; Physiology-human anatomy, human physiology, Bacteriology, nail analysis and conditions</b>	25	
	<b>CAL CBC shall provide also training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards</b>	Taught throughout the course	Taught throughout the course

## BARBERING (1200 Clock Hours)

### **COURSE DESCRIPTION:**

The **BARBERING** course of study consists of 1500 clocked hours covering teaching techniques in all phases of BARBERING as mandated by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Instruction will cover the art and science of barbering from techniques in hair, skin care and shaving to business skills, and health. A Barber must develop an attractive appearance, pleasant personality and observe professional ethics.

### **COURSE FORMAT:**

The curriculum for students enrolled in a **BARBERING COURSE** shall consist of 1200 clock hours of technical instruction as mandated by the State of California Department of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

### **INSTRUCTIONAL METHOD**

Your education at the California College of Barbering and Cosmetology is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### **GRADING PROCEDURES**

To successfully prepare for a career as a Barber, students must learn both the theory of their profession and the required practical skills. The qualitative element used to determine progress is a reasonable system of grades similar to those the student will have experienced in grammar and high school. Grades are determined according to the students ability to satisfactory demonstrate that the objectives of the class at hand have been accomplished. Examinations of student progress are performed at regular intervals and at specific levels of achievement. Examinations will test student progress on Theory (written exams) and Practical (hands on) Skills. Instructors shall have the final say regarding the grade applied. At each interval, students will be assigned a composite grade based on an average of scores on the two tests. In addition, the student will have a cumulative grade based on the average of grades to the defined evaluation periods for each individual course. (See Determination of Progress) Students must achieve a minimum cumulative

score of 80% at the evaluation points midway through their course and upon graduation. Student's work will be graded based upon the following scale:

A	=	90% to 100%	Excellent
B	=	80% to 89%	Good
C	=	70% to 79%	Satisfactory
D	=	60% to 69%	Not Satisfactory
F	=	0% to 59%	Failing

### **EDUCATIONAL OBJECTIVES:**

The objective of the **BARBERING** program is to train students in the basic skills needed to meet the competencies for the examination required by the State of California Department of Barbering and Cosmetology. Passing the exam is a requisite in order to obtain a Barbering License, which is a requirement to operate as a Barber in the state of California. Upon passing their examination and receiving their license, students are qualified for entry-level employment in California in this industry.

### **Performance Objective:**

1. Acquire knowledge of laws and rules regulating the established California Barbering practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of Hair, Beard and Skin.
3. Acquire knowledge of general Theory relative to Barbering, including Anatomy, Physiology, Chemistry, and Biology.
4. Acquire business management techniques common to Barbering.

### **Skills to Be Acquired:**

1. Learn the proper use of implements relative to all Barbering services.
2. Acquire the knowledge of analyzing the Scalp, Face, and Hair before all services are done, to determine any disorders.
3. Learn the procedures and terminology used in performing all Barbering services.
4. Learn the proper procedure of Barbering to include the following practices:
  - a. Shaving or trimming the beard or cutting the hair.
  - b. Giving facial and scalp massages or treatments with oils, creams, lotions, or other preparations either by hand or mechanical appliances.
  - c. Singeing, shampooing, arranging, dressing, curling, waving, chemical waving, hair relaxing, or dyeing the hair or applying hair tonics.
  - d. Applying cosmetic preparations, antiseptics, powders, oils, clays, or lotions to scalp, face, or neck.
  - e. Hairstyling of all textures of hair by standard methods that are current at the time of the hairstyling.

### **Attitudes and Appreciations To Be Developed:**

1. Pursue good workmanship common to Barbering.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Develop interpersonal skills in dealing with clients and colleagues.

### **Course Contents:**

The curriculum for the Barbering course consists of 1200 clock hours of technical instruction and practical operations covering all practices constituting the art of Barbering pursuant to section 7316 of the Barbering and Cosmetology Act. 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. Such technical instruction and practical operations shall include:

## BARBERING

	Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
	<b>Hairdressing-1100 hours of Technical &amp; Practical Training</b>		
1	<b>Hairstyling</b> -hair analysis, shampooing finger waving, pin curling, comb outs, straightening, waving curling with hot coombs and hot curling irons and blower styling	75	125
2	<b>Permanent Waving &amp; relaxers</b> -hair analysis, acid and alkaline permanent waving, chemical straightening including sodium hydroxide and other base solutions	30	35
3	<b>Hair Coloring and Bleaching</b> -use of semi-permanent, demi-permanent and temporary color, PD and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights and use of dye removers	60	75
4	<b>Hair Cutting</b> -use of scissors, razor (shaper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting	140	260
	<b>Shaving-200 hours of technical &amp; practical training</b>		
3	<b>Preparation and performance</b> -preparing hair for shaving, assessing the condition of the clients skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the clients face, rolling cream massages	70	130
	<b>Health &amp; Safety-200 Hours of technical instruction</b>		
4	<b>Law &amp; Regulations-BBC Act and BBC rules and regulations</b>	25	0
5	<b>Health &amp; Safety Considerations</b> –training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis	75	0
6	<b>Disinfection &amp; Sanitation</b> -proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments	50	25
	<b>CAL CBC shall provide also training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards</b>	<b>Taught throughout the course</b>	<b>Taught throughout the course</b>

## COSMETOLOGY CROSSOVER FOR BARBERS: (300 Clock Hours)

### **COURSE DESCRIPTION:**

**COSMETOLOGY CROSSVER FOR BARBERS** consists of 300 clocked hours as mandated by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Cosmetology Crossover for Barbers is designed to train all students in the non-Barbering principles and practices in the profession of Cosmetology. Although the student has already passed the examinations to obtain his/her Barber's license, he/she must take both the written and practical exams to obtain their crossover license for Cosmetology. Upon successful completion of the course each student will be properly prepared and trained to complete the Cosmetology examination required by the State of California Department of Barbering and Cosmetology.

### **COURSE FORMAT:**

The curriculum for students enrolled in **COSMETOLOGY CROSSVER FOR BARBERS** shall consist of 300 clock hours

of technical instruction and practical operations as mandated by the State of California Department of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

## INSTRUCTIONAL METHOD

Your education at the California College of Barbering and Cosmetology is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

## GRADING PROCEDURES

To successfully add Cosmetology skills to your Barber skills, students must learn both the theory of their profession and the required practical skills. The qualitative element used to determine progress is a reasonable system of grades similar to those the student will have experienced in grammar and high school. Grades are determined according to the students ability to satisfactory demonstrate that the objectives of the class at hand have been accomplished. Examinations of student progress are performed at regular intervals and at specific levels of achievement. Examinations will test student progress on Theory (written exams) and Practical (hands on) Skills. Instructors shall have the final say regarding the grade applied. At each interval, students will be assigned a composite grade based on an average of scores on the two tests. In addition, the student will have a cumulative grade based on the average of grades to the defined evaluation periods for each individual course. (See Determination of Progress) Students must achieve a minimum cumulative score of 80% at the evaluation points midway through their course and upon graduation. Student's work will be graded based upon the following scale:

A	=	90% to 100%	Excellent
B	=	80% to 89%	Good
C	=	70% to 79%	Satisfactory
D	=	60% to 69%	Not Satisfactory
F	=	0% to 59%	Failing

## EDUCATIONAL OBJECTIVES:

The objective of **COSMETOLOGY CROSSVER FOR BARBERS** is to train students in the basic skills needed to meet the competencies for the examination required by the State of California Department of Barbering and Cosmetology. Passing the exam is a requisite in order to obtain a Cosmetology License, which is a requirement to operate as a Cosmetologist in the state of California. Upon passing their examination and receiving their license, students are qualified for cosmetology employment in California in this industry.

### Performance Objective:

1. Acquire knowledge of laws and rules regulating the established California Cosmetology practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of Hair, Skin, and Nails.
3. Acquire knowledge of general Theory relative to Cosmetology including Anatomy, Physiology, Chemistry, and Biology.
4. Acquire business management techniques common to Cosmetology.

### Skills to Be Acquired:

1. Learn the proper use of implements relative to all Cosmetology services.
2. Acquire the knowledge of analyzing the Scalp, Face, and Hands before all services are done, t determine any disorders.
3. Learn the procedures and terminology used in performing all Cosmetology services.
4. Learn the application of daytime and evening make-up to include the application of false Eyelashes.
5. Learn the proper procedure of Manicuring to include Water and Oil Manicure and Pedicure.
6. Learn the application of Brush-on Nails, Nail Wraps, and Nail Tips.

## Attitudes and Appreciations To Be Developed:

1. Pursue good workmanship common to Cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Develop interpersonal skills in dealing with clients and colleagues.

## Course Contents:

The curriculum for students enrolled in Cosmetology Crossover for Barbers shall consist of a minimum of four hundred (300) clock hours of technical instruction and practical operations covering those cosmetology practices that are not a part of the required training or practice of a barber pursuant to section 7316 of the Barbering and Cosmetology Act. 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. Such technical instruction and practical operations shall include:

### COSMETOLOGY CROSSOVER FOR BARBERS

<b>Esthetics 200 hrs.</b>			
<b>Facials</b>			
<b>15</b>	(A) Manual, including cleansing, scientific manipulations, packs, and masks.	<b>10</b>	<b>20</b>
<b>16</b>	(B) Electrical, including the use of all electrical modalities, including dermal lights and electrical apparatus for facials and skin care purposes.	<b>10</b>	<b>10</b>
<b>17</b>	(C) Chemicals, including chemical skin peels, packs, masks and scrubs. Student training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations shall be performed in accordance with Section 992 regarding skin peeling.	<b>15</b>	<b>15</b>
<b>18</b>	<b>Eyebrow Arching and Hair Removal</b> , including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.	<b>20</b>	<b>20</b>
<b>19</b>	<b>Skin analysis, complete and corrective makeup</b> , the application of false eyelashes, and lash and brow tinting, using only products that are not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency	<b>40</b>	<b>40</b>
<b>Manicuring and Pedicuring 100 hrs.</b>			
<b>20</b>	(A) <b>Water and oil manicure</b> , including nail analysis, and hand and arm massage.	<b>10</b>	<b>10</b>
<b>21</b>	(B) <b>Complete pedicure</b> , including nail analysis, and foot and ankle massage.	<b>10</b>	<b>10</b>
<b>22</b>	(C) <b>Artificial nails</b>		
<b>23</b>	1. Acrylic: Liquid and powder brush-ons	<b>10</b>	<b>10</b>
<b>24</b>	2. Artificial nail tips	<b>10</b>	<b>10</b>

25	3. Nail wraps and repairs	10	10
	<b>CAL CBC shall provide also training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards</b>	<b>Taught throughout the course</b>	<b>Taught throughout the course</b>

## BARBER CROSSOVER FOR COSMETOLOGISTS: (200 Clock Hours)

### **COURSE DESCRIPTION:**

The **BARBERING CROSSOVER FOR COSMETOLOGISTS** consists of 200 clocked hours as mandated by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Barber Crossover for Cosmetologists is designed to train all students in the non-cosmetology principles and practices in the profession of Barbering. Although the student has already passed the examinations to obtain his/her Cosmetology license, he/she must take both the written and practical exams to obtain their crossover license for Barbering. Upon successful completion of the course each student will be properly prepared and trained to complete the Barbering examination required by the State of California Department of Barbering and Cosmetology.

### **COURSE FORMAT:**

The curriculum for students enrolled in **BARBERING CROSSOVER FOR COSMETOLOGISTS** shall consist of 200 clock hours of technical instruction and practical operations as mandated by the State of California Department of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

### **INSTRUCTIONAL METHOD**

Your education at the California College of Barbering and Cosmetology is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### **GRADING PROCEDURES**

To successfully add Barber skills to your Cosmetology skills, students must learn both the theory of their profession and the required practical skills. The qualitative element used to determine progress is a reasonable system of grades similar to those the student will have experienced in grammar and high school. Grades are determined according to the students ability to satisfactory demonstrate that the objectives of the class at hand have been accomplished. Examinations of student progress are performed at regular intervals and at specific levels of achievement. Examinations will test student progress on Theory (written exams) and Practical (hands on) Skills. Instructors shall have the final say regarding the grade applied. At each interval, students will be assigned a composite grade based on an average of scores on the two tests. In addition, the student will have a cumulative grade based on the average of grades to the defined evaluation periods for each individual course. (See Determination of Progress) Students must achieve a minimum cumulative score of 80% at the evaluation points midway through their course and upon graduation. Student's work will be graded based upon the following scale:

A	=	90% to 100%	Excellent
B	=	80% to 89%	Good
C	=	70% to 79%	Satisfactory
D	=	60% to 69%	Not Satisfactory
F	=	0% to 59%	Failing

**EDUCATIONAL OBJECTIVES:**

The objective of **BARBERING CROSSOVER FOR COSMETOLOGISTS** is to train students in the basic skills needed to meet the competencies for the examination required by the State of California Department of Barbering and Cosmetology. Passing the exam is a requisite in order to obtain a Barber’s License, which is a requirement to operate as a Barber in the state of California. Upon passing their examinations students receive a license and are available for employment as both a barber and cosmetologist in California.

**Performance Objective:**

1. Acquire knowledge of laws and rules regulating the established California Barbering practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of Hair, and Beard.
3. Acquire knowledge of general Theory relative to Barbering, including Anatomy, Physiology, Chemistry, and Biology.
4. Acquire business management techniques common to Barbering.

**Skills to Be Acquired:**

1. Learn the proper use of implements relative to all Barbering services.
2. Acquire the knowledge of analyzing the Scalp, Face, and Hair before all services are done, to determine any disorders.
3. Learn the procedures and terminology used in performing all Barbering services.
4. Learn the proper procedure of Barbering to include the following practices:
  - a. Shaving or trimming the beard or cutting the hair.
  - b. Giving facial and scalp massages or treatments with oils, creams, lotions, or other preparations either by hand or mechanical appliances.
  - c. Singeing, shampooing, arranging, dressing, curling, waving, chemical waving, hair relaxing, or dyeing the hair or applying hair tonics.
  - d. Applying cosmetic preparations, antiseptics, powders, oils, clays, or lotions to scalp, face, or neck.
  - e. Hairstyling of all textures of hair by standard methods that are current at the time of the hairstyling.

**Attitudes and Appreciations To Be Developed:**

1. Pursue good workmanship common to Barbering.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Develop interpersonal skills in dealing with clients and colleagues.

**Course Contents:**

The curriculum for students enrolled in Barber Crossover for Cosmetologists shall consist of a minimum of four hundred (200) clock hours of technical instruction and practical operations covering those barber practices that are not a part of the required training or practice of a cosmetologist pursuant to section 7316 of the Barbering and Cosmetology Act. 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. Such technical instruction and practical operations shall include:

**Barber Crossover for Cosmetologists**

SUBJECT	Minimum Hours of Technical Instruction	Minimum Practical Operations
Shaving – 200 hours of technical and practical training		

<b>Shaving:</b> Preparation and performance-preparing hair for shaving, assessing the condition of the clients skin, performing shaving techniques, applying after- shave antiseptic following facial services, massaging the clients face, rolling cream massages	<b>200</b>	<b>200</b>
<b>CAL CBC shall provide also training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards</b>	<b>Taught throughout the course</b>	<b>Taught throughout the course</b>

## STUDENT INSTRUCTOR (600 Clock Hours)

### COURSE DESCRIPTION:

The STUDENT INSTRUCTOR course of study consists of 600 clocked hours covering teaching techniques in all phases of Cosmetology, Skin Care, Manicuring and Pedicuring as mandated by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act.

### COURSE FORMAT:

The curriculum for students enrolled in a STUDENT INSTRUCTOR course shall consist of 600 clock hours of technical instruction as mandated by the State of California Department of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the Instructor Trainee of teaching techniques and principals. Please note: 110 hours will be devoted to Clinic/Theory experience, which shall include all phases of being an Instructor.

### INSTRUCTIONAL METHOD

Your education at the California College of Barbering and Cosmetology is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### GRADING PROCEDURES

To successfully prepare for a career as an Instructor, students must learn both the theory of their profession and the required practical skills. The qualitative element used to determine progress is a reasonable system of grades similar to those the student will have experienced in grammar and high school. Grades are determined according to the students ability to satisfactory demonstrate that the objectives of the class at hand have been accomplished. Examinations of student progress are performed at regular intervals and at specific levels of achievement. Examinations will test student progress on Theory (written exams) and Practical (hands on) Skills. Instructors shall have the final say regarding the grade applied. At each interval, students will be assigned a composite grade based on an average of scores on the two tests. In addition, the student will have a cumulative grade based on the average of grades to the defined evaluation periods for each individual course. (See Determination of Progress) Students must achieve a minimum cumulative score of 80% at the evaluation points midway through their course and upon graduation. Student's work will be graded based upon the following scale:

A	=	90% to 100%	Excellent
B	=	80% to 89%	Good
C	=	70% to 79%	Satisfactory
D	=	60% to 69%	Not Satisfactory
F	=	0% to 59%	Failing

**EDUCATIONAL OBJECTIVES:**

The objective of the STUDENT INSTRUCTOR program is to train students in the basic skills needed to employ Teaching Techniques, Student Evaluation Techniques, and an introduction to educating in a Vocational school. A Student Instructor must develop an attractive appearance, pleasant personality and observe professional ethics.

**Performance Objective:**

1. Provide the Student Instructor with Theoretical instruction techniques and practice them by assisting our College Instructors in the Theory rooms and Laboratory.
2. Use various teaching aids, such as instruction sheets, visual aids and tests.

**Skills to Be Acquired:**

1. Learn how to incorporate creative Teaching Techniques.
2. Acquire the knowledge of Classroom Management.
3. Learn the proper procedures of preparing Lesson Plans.
4. Learn how to use Teaching Aids.
5. Learn the proper use of Evaluation procedures.
6. Learn Communication and Conflict Management Skills.

**Attitudes and Appreciations To Be Developed:**

1. Pursue positive Characteristics and Roles of the Instructor.
2. Possess a positive attitude in Classroom Management.
3. Appreciate honesty, integrity and being a positive role model.
4. Develop interpersonal skills in dealing with students, clients and colleagues.

**Course Contents:**

The curriculum for the Student Instructor course consists of 600 clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

STUDENT INSTRUCTOR

	SUBJECT	Minimum Hours of Technical Instruction	Minimum Practical Operations
1	The Barbering and Cosmetology Act and the Bureau's Rules and Regulations.	40	
	Preparatory Instruction:		
2	(A) Instructional Techniques; method of instruction, lecture, demonstration, performance; communication skills; instructional aids and the use of questions to promote learning.	80	
3	(B) Organization techniques; 4 step teaching method; performance objectives; and learning domains, etc.	40	
4	(C) Lesson planning; Subject title; outlines, development; and visual aids, etc.	80	
5	(D) Techniques of evaluation; purpose of tests; types of tests; test administration; scoring; and grading, etc.	20	
6	Conducting a classroom and providing technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations. (Shall be conducted under the supervision of a licensed instructor)	140	

7	Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory.	100	
8	Organization techniques; 4 step teaching method; performance objectives; and learning domains, etc.		50
9	Lesson planning; Subject; title; outlines; development; and visual aids, etc.		50
	CAL CBC shall provide also training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards	Taught throughout the course	Taught throughout the course

Please Note: A student enrolled in the Instructor training course may not engage in the School in a complete service connected with any practice or combination of practices of Cosmetology upon a paying patron who is paying for services or materials.

## LICENSING REQUIREMENTS/COURSE LENGTHS

Proof of completed required hours of training in the Licensing category must be obtained prior to submission of paperwork to the California Board of Barbering and Cosmetology:

Cosmetology:	1500	Hours
Barbering:	1200	Hours
Esthetician:	600	Hours
Manicuring:	600	Hours
Barber Crossover for Cosmetologists:	200	Hours
Cosmetology Crossover for Barbers:	300	Hours

The State of California requires that any person desiring to conduct business as a Barber, Cosmetologist, Esthetician or Manicurist must first complete the state required clocked hours and curriculum at a certified school and second pass the State Licensing Exam. California College of Barbering and Cosmetology programs are designed to provide the State required educational curriculum necessary to qualify the student to take the Licensure Exam and to enhance the students' capability to pass the Exam, while at the same time prepare the student to actually work in the industry. The California Board of Barbering and Cosmetology may perform a background check to determine eligibility of the student to take the Licensing Exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required State License. For more information, you may call the California Board of Barbering and Cosmetology Enforcement Division. **Please advise the Admissions Representative at the time of Enrollment if you have any concerns regarding this policy.**

## LICENSING FEES

In addition to the Licensing Requirements an Exam Candidate must also pay the appropriate Licensing Fees:

Cosmetology:	50.00
Barbering:	50.00
Esthetician:	40.00
Manicuring:	35.00
Barber Crossover for Cosmetologists:	50.00
Cosmetology Crossover for Barbers:	50.00

Please note: The Licensing Fee is a Fee Charged by the California Board of Barbering and Cosmetology and is addition to the \$75.00 Exam Fee paid by the student at the time of Pre-Application.

## DISTANCE EDUCATION POLICY

1. Each student participating in the distance education program will be assessed, prior to admission, in order to determine whether they have the skills and competencies to succeed in a distance education environment.
2. Interaction with the instructor while engaged in the academic programs will be validated by measurable participation in the online program. Participation must be documented within a log of all student activity comprised of (at a minimum) a record of regular and substantive interaction between students and instructors.
3. Assessments that will be used for calculating the student's GPA must be executed while the student is physically on campus. (This requirement may be lifted during periods of natural disaster.)

4. A Distance Education Assessment <sup>1</sup>of student performance must be conducted on-campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month.
5. Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.
6. The CAL CBC online education program consists of three days of onsite instruction and two days of online instruction every week. Online students will receive test scores with written comments on a weekly basis. In person teacher/student evaluations will be conducted every thirty days.
7. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam to include any applicable competencies required by the State licensure agency prior to graduation from the program.
8. All transcripts or other documents, (official or unofficial), listing academic attainment received will identify the distance education component.
9. Prior to enrollment, students will be provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure will be placed in the student file

## CAREERS AND AVERAGE SALERIES

### How much is the average Cosmetology or Barber salary?

The Bureau of Labor Statistics says that the median salary for Cosmetologists in 2017 was \$30,290 per year. Mean salary for Barbers was \$29,900. Both fields report high job satisfaction levels. The BLS numbers often do not account for full-time and part-time Cosmetologists, experience in the field, and tips that Cosmetologists receive, which would make that salary significantly higher. According to both NACCAS and the United States Department of Labor, the average Cosmetology salary range for salon professionals **can reach up to a \$50,000 annual Cosmetology salary**, but this varies since each employer charges tips and bonuses slightly differently. Past research has shown that as many as 40% of all positions are held by entry level cosmetologists. This indicates that licensed graduates of a qualified cosmetology college will find excellent prospects for employment. Cosmetology careers and cosmetology salary ranges have dramatically increased their earning power today with low unemployment due to a shortage of licensed salon professionals.

Some of the main factors that determine Cosmetology salaries and Cosmetology salary ranges include the size and location of the salon, hours worked, the tipping habits of clients, and competition from other salons and shops. The Cosmetologist's ability to bring in and maintain regular clients is another factor in determining many Cosmologists salaries and Cosmetology salary ranges. According to The United States Department of Labor, many Cosmetologists, and other personal appearance workers receive commissions based on the price of the service, or they earn a salary based on hours worked. Nearly every professional in the Cosmetology industry receive tips and commissions for the products they sell. Some salons pay bonuses or commissions to employees on top of their regular Cosmetology salary who bring in new business or sell products

*Note that the salary figures in the above chart are **median** salaries reported by the Bureau of Labor Statistics in May 2016. This is the median nationwide, but the range of potential salaries is much wider. These figures also do not adequately include tips and gratuities.*

### What are my Cosmetology and Barber career options after attending Beauty School?

There are a wide variety of Cosmetology or Barber careers you can pursue after earning a degree. These Beauty jobs include: **Cosmetologist, Hairstylist, Barber**, Hair Color Specialist, Perm Specialist, **Esthetician**, Nail Care Artists, **Manicurist**, Salon Owner, **Salon Manager**, Salon Coordinator, Salon Sales Consultant, Manufacturer Sales Representative, **Makeup Artist**, Director of Education, Distributor's Sales Representative, Fashion Show Stylist, Photo

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<sup>1</sup> Distance Education Assessment: A documented assessment of a student's understanding of curriculum content delivered via distance education. The following non-exhaustive list provides examples of methods by which such assessments may be conducted: question and answer, discussion, demonstration, cooperative learning, problem-solving, interactive lecture, student and classroom presentations, labs and student salon activities. Such assessments may be calculated within the student's grade point average.

and Movie Stylist, Platform Artist and Educator, Beauty Magazine Writer, Beauty Magazine Editor, Cosmetology School Owner, **Cosmetology Instructor**, Beauty Care Marketing, Salon Franchisee, Salon Chain Management, Beauty Care Distributor, Salon Computer Expert, Beauty Care PR Specialist, Research Chemist, Beauty Product Designer, Beauty Business Consultant, Trade Show Director, or Beauty School Owner.

One great place to find beauty jobs is on the **My Social Beauty Cosmetology jobs board**. My Social Beauty is a social networking site decided to networking with individuals in the cosmetology industry and helping students grow in their Cosmetology careers. Employers at salon, spa and other beauty businesses nationwide post more beauty and Cosmetology job openings every day. Register, post pictures of your work in a **Cosmetology or Barbering portfolio** and start applying for jobs to kick off your career!

### Which jobs in the field of Barbering and Cosmetology are in most demand?

According to the United States Department of Labor, the U.S. employment rates for personal appearance works such as Barber, Hairdressers, Hairstylists, Cosmetologists, Skin care specialists and Shampooers are projected to grow 20 percent between 2008 and 2018. Employment of Manicurists and Pedicurists is expected to show a similar increase as well!

### CAREER OPPORTUNITIES

Upon completion of the required hours of training and successfully completing the California Board of Barbering and Cosmetology Written and Practical exams a graduate may achieve the following career opportunities:

<b>COSMETOLOGY:</b> SOC CODE # 39-5012 CIP Code: 12.0401	<b>BARBERING:</b> SOC CODE # 39-5011 CIP Code: 12.0402	<b>MANICURING:</b> SOC CODE # 39-5092 CIP Code: 12.0410	<b>ESTHETICIAN:</b> SOC CODE # 39-5094 CIP Code: 12.0409	<b>STUDENT INSTRUCTOR:</b> SOC CODE # 25-1194 CIP Code: 12.0413
Artificial Nail Artist	Hair Color Specialist	Airbrush Technician	Day Spa Owner/Manager	Beauty College Instructor
Hair Color Specialist	Hair Stylist	Artificial Nail Artist	Facial and Body Waxing Specialist	Director of Education
Hair Stylist	Perm Specialist	Gel Nail Technician	Facial Specialist	Head Instructor
Make Up Artist	Platform Artist	Manicurist	Make Up Artist	School Manager
Pedicurist	Qualified for Instructor Training	Nail Art Specialist	Platform Artist	School Owner
Perm Specialist	Shop Owner/Manager	Pedicurist	Product Line Educator	
Platform Artist	School Owner/Manager	Product Demonstrator	Qualified for Instructor Training	
Qualified for Instructor Training		Qualified for Instructor Training	School Owner/Manager	
Salon Owner/Manager		Salon Owner/Manager	Skin Care Specialist	
School Owner/Manager		School Owner/Manager		

### PHYSICAL DEMANDS OF THE PROFESSION

**(Before enrolling please read the following carefully)**

Generally, the professional in the Cosmetology and Barbering fields must be in good physical health, as he/she will be working in direct contact with patrons. In most aspects of the beauty field there is a great deal of standing, walking, pushing, bending and stretching for extended periods of time. Cosmetology, Barber and Esthetician occupations generally require continued standing and constant use of the upper torso, shoulders, arms, wrists and hands, upper back and neck. Manicuring occupations generally require constant sitting. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands. Prospective students should be aware of the physical demands of the Cosmetologist, Manicurist or Esthetician and the potential for certain individuals to have allergies and sensitivity to chemical products used in the profession.

## SCHOOL OUTCOMES ASSESSMENT

Pursuant to NACCAS Standard I, Criterion 3 & 4, an institution must assess the achievements of its programs and students on the basis of pass rates on examinations for licensure (70% minimum), placement rates for those who took the licensing exam (60% minimum) and program completion rates (50% minimum).

## SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy (SAP) is provided to students prior to enrollment. The CAL CBC Satisfactory Academic Progress Policy is consistently applied to all enrolled students. 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.

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at the College. At the time of the evaluation, students must achieve a minimum cumulative 70% average in both academic and attendance in order to achieve Satisfactory Progress.

## ACADEMIC POLICY

The following factors will be used to measure and determine academic progress:

- Theory work (test grades, workbooks, homework, etc.)
- Practical work (hands on work on mannequin, Laboratory/live models)
- **Satisfactory Academic Progress** will be calculated by using the grading scale below. The result must be equal to or greater than 70% for the student to be considered to be making Satisfactory Progress.

<b>A</b>	<b>=</b>	<b>90% to 100%</b>	<b>Excellent</b>
<b>B</b>	<b>=</b>	<b>80% to 89%</b>	<b>Good</b>
<b>C</b>	<b>=</b>	<b>70% to 79%</b>	<b>Satisfactory</b>
<b>D</b>	<b>=</b>	<b>60% to 69%</b>	<b>Not Satisfactory</b>
<b>F</b>	<b>=</b>	<b>0% to 59%</b>	<b>Failing</b>

## ATTENDANCE PROGRESS (COURSE COMPLETION LENGTHS)\*

Attendance Progress is evaluated on a cumulative basis. At each evaluation point the cumulative attendance will be added to attendance from the preceding months, divided by the scheduled attendance to date, to determine if the student is in satisfactory progress (70% minimum) All schedules will be based on the Contracted Completion Date contained in your enrollment agreement. Students must complete the program within the maximum timeframe, in order to qualify for their diploma. Any student, who does not complete within the Maximum Timeframe, will be dismissed.

HOURS REQUIRED	COURSE	40 Hours Per week (100%)	Maximum Timeframe 143%	30 Hours Per week (100%)	Maximum Timeframe (143%)	25 Hours Per week (100%)	Maximum Timeframe (43%)
1500	COSMETOLOGY	37.5 weeks	53.6 weeks	50 weeks	71.5 weeks	60 weeks	85.8 weeks
1200	BARBERING	30 weeks	43 weeks	40 weeks	57.2 weeks	48 weeks	68.6 weeks
600	ESTHETICIAN	15 weeks	21.5 weeks	20 weeks	28.6 weeks	24 weeks	34.3 weeks
600	MANICURING	15 weeks	21.5 weeks	20 weeks	28.6 weeks	24 weeks	34.3 weeks
200	BARBER CROSSOVER FOR COSMETOLOGISTS	5 weeks	7.2 weeks	6.67 weeks	9.5 weeks	8 weeks	11.4 weeks
300	COSMETOLOGY CROSSOVER FOR BARBERS	7.5 Weeks	10.7 weeks	10 weeks	14.3 weeks	12 weeks	17.16 weeks
600	STUDENT INSTRUCTOR	15 weeks	21.5weeks	20 weeks	28.6 weeks	24 weeks	34.3 weeks

**If a student is provided with an approved Leave of Absence, this time will be added to their contracted completion date and a new date will be entered into their enrollment agreement.**

In the Barbering and Cosmetology courses, CAL CBC allows a “grace period” of four extra weeks absence time during which students will not be charged additional fees. For the other courses, extra time allowed is one week. Any student who has failed to complete their hours within the contracted completion time due to lack of attendance, plus the grace period will be charged additional fees of \$15.00 per hour for each hour needed for course completion. The additional

charges will begin to accumulate from the scheduled date of completion on the Student Enrollment Agreement (Contract), plus the grace period, until the student actually completes the course. The grace period will not extend the allowed maximum time frame by which all students will need to have completed their courses.

\* VA benefits are payable for the approved program lengths only.

## DETERMINATION OF PROGRESS

Formal evaluations of progress will be conducted when a student reaches the pre-set evaluation periods of their program. (See Evaluation Periods below) Each student is provided with a minimum of two written Evaluations of Progress Reports during their program. The Evaluation of Progress Report will measure performance in academics based on grades received and will show their attendance progress based on their percentage of cumulative actual hours to scheduled hours.

Students meeting the minimum requirements at evaluation will be considered making Satisfactory 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. In order for a student to be considered making Satisfactory Progress as of course midpoint, the student must meet both attendance and academic minimum requirements on at least one evaluation, or by the midpoint of the academic year, whichever is shorter.

## EVALUATION PERIODS

CAL CBC defines its academic year for the Cosmetology and Barbering programs as 900 hours. The Academic Year for the Esthetician and Manicuring programs is 600 hours. All Students at CAL CBC are tested weekly and given evaluations on the first Tuesday of every month. All students are evaluated on their first 30 days of attendance by their instructor. The evaluation goes over attendance, GPA, class interaction, state board, and technical aspect of working on mannequin heads. If the student needs additional counseling, the evaluation can continue every 30 days. For online education, evaluations will be mandatory every thirty days. Upon having completed the phase I part of the course, students are evaluated on the skills they have learned so far. All students take a written and practical phase out exam to determine if they are ready to start working on real models.

All students perform a simulated state board exam on the last Tuesday of the month. A practical and written evaluation must be recorded with a passing grade to ensure they are ready for their state board exam at the end of the program.

In addition, all students are given specific Satisfactory Academic Progress (SAP) evaluations. These evaluations are of similar length for students within each course of study. The student's first evaluation for Satisfactory Academic Progress occurs at the midpoint of the academic year or the program, whichever occurs sooner, based on scheduled hours as follows:

Following are the SAP evaluation intervals, plus a final evaluation at Graduation.

<b>COSMETOLOGY 1500 hrs:</b>	Students will be evaluated at 450, 900, 1200 and 1500 hours
<b>BARBERING 1200 hrs:</b>	Students will be evaluated at 300, 900, 1200 and hours
<b>ESTHETICIAN 600 hrs:</b>	Students will be evaluated at 300 and 600 hours
<b>MANICURING 600 hrs:</b>	Students will be evaluated at 300 and 600 hours
<b>BARBER CROSSOVER FOR COSMETOLOGISTS 200 hrs:</b>	Students will be evaluated at 100 and 200 hours
<b>COSMETOLOGY CROSSOVER FOR BARBERS 300 hrs:</b>	Students will be evaluated at 150 and 300 hours
<b>STUDENT INSTRUCTOR 600 hrs:</b>	Students will be evaluated at 300 and 600 hours

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

At the time of the Satisfactory Academic Progress evaluation, students that meet the minimum requirements (70% grade point average, 70% attendance average) at evaluation will be considered making satisfactory progress until the next scheduled evaluation. To assess satisfactory progress on attendance, students will be evaluated based on scheduled hours. In order for a student to be considered making satisfactory progress as of the program mid-point, the student must meet both attendance and academic minimum requirements on a least one evaluation by the mid-point of the course. The results of the Satisfactory Evaluation Progress evaluation will be shared with the student and placed in the student's file.

## **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress at the SAP intervals 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. Students will be deemed ineligible to receive Title IV funds, unless they appeal and are placed on probation (see below).

## **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be given a negative progress determination. To remain in school the student will need to appeal the negative progress determination and ask to be placed on probation. (See Appeals Procedure below) Only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the next evaluation period may be placed on probation. Alternatively, students may be placed on an academic plan. (See below "Re-establishment of Satisfactory Academic Progress") 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 will be subject to dismissal. Should the student be receiving federal financial aid, the financial aid would be suspended if probation is not granted. Financial aid will also be suspended if, at the end of probation, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan. A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. In all cases the student will be notified of any evaluation that impacts the student's eligibility for financial aid. Periods in which the student is not receiving Title IV funds, but is still enrolled in the College, will be counted toward the maximum allowable time frame.

## **APPEAL PROCEDURE**

After the warning period, if a student is determined to not be making satisfactory academic progress, the student may appeal the negative determination. Within ten calendar days of receiving the negative determination, the student must submit a written appeal to the College 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. 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. This information should also 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 student will be placed on probation until the start of the next evaluation interval. Should the student have previously qualified for federal financial aid, the financial aid would be reinstated at this time.

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

There are two ways in which a student may come off of probation and regain Satisfactory Academic Progress. First of all students may re-establish satisfactory academic progress, by meeting minimum attendance and academic requirements by the end of the next evaluation period. Secondly, the institution can develop an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress.

## **LEAVE OF ABSENCE POLICY**

The leave of absence (LOA) policy applies to all students. All students are required to follow the institutions policy in requesting a LOA. A leave of absence will be granted in the case of a student's illness, accident, death in the family or other circumstances that make it impractical to continue. Students may request a Leave of Absence (by filling out the Request for Leave of Absence Form – available in the Registrar's Office) for up to 60 days. All leaves of absence may not exceed **180** days in any **12-month** period. A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 days in any 12-month period.

The school Director must approve a leave of absence. The request for leave of absence form must be signed, include the date the student expects to return, and the reason for the LOA. There must be a reasonable expectation the student will return from the LOA. The Request for leave of absence must be filed in advance unless unforeseen circumstances prevent the student from doing so. In case of emergency, students should notify the Director and request that a Leave of Absence form be mailed to them, to be returned within 5 business days. If the student is injured or for good reason not able to submit the form, the school may grant an LOA by documenting the reasons for the LOA and collecting the student

request at a later date. In this case 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 because of the accident.

The number of days taken in the leave of absence will be added to the student's scheduled and contracted date of completion, as well as the maximum time frame. An adjustment to the scheduled completion date will be made in an addendum to the student's enrollment agreement, which will be signed and dated by all parties. CAL CBC will not assess the student for any additional charges as a result of the LOA. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

Satisfactory Progress will not be affected during a leave of absence. When a student returns from a leave of absence, they will be considered to be making satisfactory progress. However, should a student not return by the date requested on the Leave of Absence Form, formal termination shall be immediate. For students who do not return from a leave of absence, the withdrawal date will be the last documented date of attendance. In this event, the last documented date of attendance will also be used for the purpose of calculating a refund.

### **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. A Leave of Absence and/or failure to return from a Leave of Absence may affect your loan interest rates and/or repayment timeline. Please see your Financial Aid representative for more information.

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

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

### **CHANGING MAJORS**

CAL CBC students may transfer majors while attending the College (For instance a barbering or manicurist may transfer to cosmetology.) Only students who are maintaining SAP standards may transfer majors. Many of the CAL CBC courses have overlapping curriculums. Should the student transfer majors, SAP compliant credits and hours that count toward the new major will be included in the satisfactory progress determination. Credits and hours that do not count toward the new major will be not included in the satisfactory progress determination.

### **WITHDRAWAL/INCOMPLETE STUDENTS POLICY**

Any student who withdraws from his/her contracted program or fails to complete his/her training, will have a notice placed in their student file, as to the progress at the point of withdrawal.

### **RE-ENTRY POLICY**

Students who are satisfactory at the point of withdrawal may apply for re-enrollment

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time they left. To be clear, students who are satisfactory at the point of withdrawal may apply for re-enrollment, and will be considered to be making satisfactory progress at the point of re-entry.

By the same token, a student failing to meet minimum satisfactory requirements at the point of withdrawal will be considered for probation upon re-entry. Prior to re-enty, the student must ensure that all steps necessary to qualify for probation have been met. (See Probation pg. 54). If the student qualifies, they will be placed on probation upon re-entry and will remain on probation until the next scheduled evaluation point. Repetition, course incompletes and no-credit remedial courses have no effect upon a student's satisfactory progress status.

### **TRANSFER STUDENTS**

Any transfer student will begin their Satisfactory Progress as if they were new students enrolling. CAL CBC will accept 25% of transfer hours from a State licensed school, supported by an official transcript and proof of training. 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. However the SAP evaluation periods are based on the actual contracted hours which the student is obligated to complete at CAL CBC. SAP evaluations will occur midpoint of the contracted hours or the established evaluation periods, whichever comes first.

## STANDARDS OF CONDUCT / RULES AND REGULATIONS

The College is an academic community with membership consisting of Students, Faculty and Staff. Its purpose is to provide an agreeable atmosphere to develop men and women both academically and socially. The College requires a system of guidelines for organized activity on campus known as "The Student Standards of Conduct". The primary responsibility for preserving the system of order rests with individuals of the community. All members must accept responsibility for their actions recognizing that they reflect upon the entire College community. All students are expected to conduct themselves in a courteous, respectful and professional manner and observe the following rules at all times: All Rules and Regulations are subject to change. Should a change occur, all students would be subject to the new rules. Any violation of the Rules and Regulations will be "written up" on a student Advising Form and placed in the student's file.

- **ATTENDANCE:**

The Admissions Officer approves attendance schedules on an individual basis. A student's attendance schedule will be documented on the Enrollment Agreement (Contract). Based on the schedule given at the time of enrollment the Admissions Officer will calculate a scheduled date of completion. Schedules may be changed in writing with the Registrar. However, it is the student's responsibility to fulfill their completion date.

- **ABSENCES:**

All unexcused absences will be counted against the student. Every student will be given additional weeks to complete their course past the actual number of weeks, based on their attendance schedule, required for course completion. However, if an abundance of absences has caused the student to exceed the scheduled date of completion on their contract, plus the "grace period" they will be charged an additional \$15.00 per hour for all additional hours past the completion date.

Saturday attendance is mandatory. Students may only be excused for Saturday/Friday attendance for a medical emergency or religious beliefs. Documentation for any of these reasons must be provided to the registrar office upon enrollment. If a student is absent or leaves early on a Saturday/Friday without a prior written request they will receive a written warning which will be placed in their file.

After three written warnings, the student will be placed on a 3 day suspension. Any subsequent Saturday/Friday absences may lead to termination.

If due to illness a student is unable to attend school for the day, they must "call in" no later than 9:00 am and 5:00pm. The College has an automated phone system allowing students to call at any time. Please leave a message if you are calling before or after school hours.

It is the student's responsibility to be punctual and maintain regular attendance.

- **BREAK TIMES**

Students must take a 30-minute lunch break and two 15-minute breaks for attendance of 6+ hours or more. Eating and drinking are permitted in the student break area or outside only. Phase I breaks will be scheduled daily by the Phase I Instructor. All senior students may take their breaks as their appointment schedule permits. Break times are 10:00am, 12:00pm, 3:00pm, and 7:00pm as permitted by salon services and instructors.

- **Procedure Sheets:**

Procedure sheets are to be filled out and signed by an Instructor on a daily basis. Procedure sheets must be kept neat and legible. They must not be taken off the premises. If a procedure sheet is lost, the hours on it will not be credited to the student. Each student must total their own procedure sheet on the last Friday/Saturday of the month and make a new one for the following month.

- **TIMECLOCK:**

All students will be required to record their attendance on a digital fingerprint time clock. Each student will punch in for the day, out of lunch/break, back in from lunch/break (if attendance for the day is 6 hours or less the student does not have to punch out for break) and out for the day. The school management system will record all punches and track the student's attendance for the day. Time will be deducted from the student's total daily attendance for taking over 30 minutes for lunch or early punch out time in ¼ hour increments. Tempering with the time clock is grounds for termination.

- **EQUIPMENT**

Students must have all equipment necessary to complete any service in their course of study. All equipment, books and personal items must be placed in the students station prior to clocking out for the day. Students are responsible for their own equipment at all times. The school is not responsible for any lost or stolen items. Misuse of another person's belongings or use of items without permission will not be tolerated. An atmosphere of respect for each student and their belongings is expected. Every student must attend Theory class with a pencil, paper and books. Any equipment or personal items left by a student who withdraws will become the property of the school. Management reserves the right to inspect stations at any time.

- **DESK:**

All Laboratory appointments are made at the front desk. No changes are to be made by students unless they have been assigned to the desk. If a student refuses to do a client, they will be asked to clock out. Should a student have problems or concerns with a client, they must go immediately to an Instructor. Students must consult with an Instructor prior to beginning all chemical services. All services must be checked by an Instructor upon completion.

- **SANITATION:**

In accordance with California State Board regulations - everyone must sanitize all their own equipment, mirror, station, counter and floor around their station. Students must also complete their Community Sanitation assigned to them prior to clocking out for the day.

- **DRESS CODE:**

Personal hygiene and good grooming are always expected, as they are essential elements of training. The Director reserves the right to determine what is deemed as appropriate; inclusive of attire, hairstyle, make up or jewelry. Students may not wear hats. Please dress in a business casual fashion.

Pants: All black bottoms, no shorts.

Shirt: All black tops, including jackets and sweaters. No muscle shirts, tank tops, spaghetti strap tops.

Shoes: Any color or style but must be closed toe and non-skid sole. Socks or nylons must be worn. No sandals or open toe shoe may be worn. Students not in the proper footwear will be sent home for the day. Should a student come to school in violation of the dress code they will be asked to clock out for the day.

- **NAME BADGES/APRONS:**

Name Badges must be worn at all times the student is punched in. Students found to be in school without a name badge will be required to purchase another (\$2.00 – purchased at the front desk) or clock out for the day.

- **EARLY OUT:**

Please notify your Instructor immediately after punching in if you will be leaving earlier than your scheduled hour of attendance.

- **PERSONAL SERVICES:**

Personal services may only be performed on Tuesdays.

Students must have attended their scheduled hours the week prior to their request and submit a personal service slip to their Instructor. Approval of a personal request is at their discretion. Upon approval the student will be marked off the appointment book to receive their personal service. Students will be charged \$10 for any chemical product used, based on the personal service. Students must pay for their service at the time they receive it.

- **VISTORS:**

All visitors must check in with the front desk. Visitors are not allowed in the student lounge or Classrooms at any time. If a student's visitor is causing any disruption to school activities, they will be asked to leave.

- **MISCELLANEOUS:**

Food and drinks are allowed only in the student lounge. Students may not eat or drink in classrooms or on the Salon Floor at any time. Smoking in the College is prohibited. Students must be 20 feet away from the doors when smoking outside.

- **CONDUCT:**

Ill temper, open hostility, belligerence or quarrelsome attitudes toward Instructors, Staff, Clients or other students will not be tolerated and will subject a student to school disciplinary procedures, suspension and/or dismissal (termination). Profanity will not be tolerated anywhere on school grounds.

No student is permitted to refuse a client. As long as the student has hours remaining in their course, clients will be taken as given. However, should a student have a problem with a client go immediately to the nearest Instructor who will handle the situation with you.

- **NON-DISPARAGEMENT POLICY – Positive Representation of California College of Barbering and Cosmetology**

Students of the College acknowledge and agree that Disparagement refers to negative remarks about the academy, its students, employees and associates, which are made maliciously and/or recklessly about those individuals and/or entities. The availability of social media (Facebook, YouTube, Twitter, etc.) carries the responsibility to use these forms of communication with integrity in networking for employment and/or social interaction; therefore, students shall refrain from making any public statement or statements, through social media or otherwise, about CAL CBC and/or other students, former students, instructors, or employees and staff members of this school.

Violation or non-compliance with this policy will result in disciplinary action, up to and including immediate termination from the College.

- **CELL PHONES:** Cell phones are not to be used while clocked in. Students may use their cell phone only while they are punched out for lunch or break times. Cell phones are not allowed during class, practical or theory.

## **COPYRIGHT INFRINGEMENT**

It is a violation of Federal law for CAL CBC students to engage in unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing. Violations of copyright law will lead to dismissal, and may subject a student to civil and criminal liabilities.

Here is the regulation:

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

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

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

## **WITHDRAWAL POLICY**

In the event of withdrawal, a written request from the student must be presented to the Director’s office. The postmark, or the date the notification was delivered in person determines the withdrawal date, whichever is earlier. The student has the right to cancel the enrollment agreement and obtain a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Subsequent to this interval, if a student withdraws, is suspended or terminated, he or she is entitled to a refund according to the College refund policy.

A student who wants to re-enroll must pay the \$150.00 registration fee as well as any other fees owed to the College before they may be re-enrolled. If a student transfers to another school, no additional fees are due. In case of a student having a prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the course, the College shall make a settlement, which is reasonable and fair to both parties.

## NOTICE OF STUDENT RIGHTS

1. You may cancel your contract with the school, without any penalty or obligation following your first class session or before the fifth business day or seventh calendar day, whichever is later. This policy is described in the Notice of Cancellation form that will be given to you on the first day of class. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
2. After the end of the cancellation period, you also have a right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact **The Bureau for Private Postsecondary Education** at the address and phone number printed below for information.
4. If you have any complaints, questions, or problems, which you cannot work out with the school, write or call:

**The Bureau for Private Postsecondary Education**  
**2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95795-0818**  
**(916) 431-6959 (toll free) (888) 370-7589, [www.bppe.ca.gov](http://www.bppe.ca.gov)**

## STUDENT RIGHTS TO CANCEL

The student has the right to cancel the Enrollment Agreement and obtain a refund of charges (minus the registration fee), paid through attendance at the first class session (**first day of classes**), or the 7th day after enrollment (**seven calendar days from date when enrollment agreement was signed**), whichever is later.

**The Notice of Cancellation** shall be made in writing and submitted directly to the school. The cancellation date will be determined by the date the information is postmarked or delivered to the School Director in person. Subsequent to the initial seven-day period, the student may cancel this agreement at any time and withdraw from the school by mailing or delivering to the school Director a written notice of cancellation that is signed and dated. A withdrawal may also be initiated by the Institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

**Cancellation:** If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, California College of Barbering and Cosmetology shall provide a full refund of all money paid, less registration fee.

**School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, California College of Barbering and Cosmetology shall provide a full refund of all money paid, less registration fee.

## INSTITUTIONAL REFUND POLICY

1. If the student provides a written notice of cancellation and submits it to the school any time through attendance at the first class session (**first day of classes**), or the 7th day after enrollment (**seven calendar days from date when enrollment agreement was signed**), whichever is later, then the student will be entitled to a complete refund of all charges paid, minus the registration fee.
2. After the initial seven-day cancellation period and start of classes, California College of Barbering and Cosmetology will provide a pro rata refund of all charges paid, minus the registration fee. If a student receives any portion of a kit or textbooks, that student is responsible for 100% of the charges for those items.
3. For students who enroll in and begin classes, and after seven calendar days have elapsed, the following schedule of tuition adjustment is authorized:
  - California College of Barbering and Cosmetology will provide a pro rata refund of funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the "enrollment time" in the entire course has incurred (including absences), there will be no refund to the student.
4. "Enrollment Time" is defined as the hours scheduled to attend between the actual starting date and the last recorded date of physical attendance. Any monies due to the applicant or student shall be refunded within 45 days of formal cancellation by the student or by formal termination by the school, which shall occur no more than 21 calendar days after the last day of physical attendance, or in the case of a leave of absence, the earlier of the

scheduled date of return or the date that the student notifies the school that he/she will not be returning.

5. The refund policy will apply to tuition and fees charged in the enrollment agreement. Other miscellaneous charges to the student for books, extra kit items, products, etc., or debts to the school incurred by the student will be charged separately at the time of withdrawal. The student is responsible for 100% of the charges for those items; these items become the property of the student when issued and are not included in tuition adjustment computations. Refund policies apply to all terminations, regardless of the reasons.
6. If the student has received a loan to pay for school expenses, including tuition, materials or fees, the student shall have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received direct financial aid in the form of grants from a public program he/she may be required to refund the aid to the applicable program.
7. If the school is permanently closed, or is no longer offering instruction after a student has enrolled, the school will make a pro rata refund of tuition for each student. Refunds shall be based on scheduled hours. The Bureau of Private Postsecondary Education (BPPE) will be provided a list of all students enrolled at the time of closure and the amount of each pro rata refund. The school shall dispose of all school records in accordance with state laws.
8. When mitigating circumstances prevail, the school may make a settlement, which is reasonable and fair to the student and the school.
9. If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school will provide a refund of all monies paid. The school reserves the right to reschedule, postpone, or cancel classes. Any return of funds will be paid first to any outstanding public or private financing and secondly to refund payments made by the student.
10. If a course is cancelled subsequent to a student's enrollment and after instruction in the course has begun, the school shall at its option,
  1. Provide a pro rata refund of all monies paid for all students transferring to another school based on the hours accepted by the receiving school; or
  2. The school reserves the right to reschedule, postpone, or cancel classes, or
  3. Participate in a teach-out agreement, or
  4. Refund all monies paid. Any return of funds will be paid first to any outstanding public or private financing and secondly to refund payments made by the student.
11. If a student is absent for 14 consecutive days, and is not on a Leave of Absence, they will be considered to have withdrawn from the school and are subject to expulsion.
12. Students attending the institution for the first time who withdraw or terminate prior to course completion and who are recipients of public funds shall be evaluated for a return of those funds according to the guidelines of the funding entity or agency.
13. If the student defaults on a federal or state loan, both of the following may occur:
  - a. The federal or state government, or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
  - b. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

## **ACCREDITING COMMISSION FORMULA**

This institution is required to follow the California State refund formula in calculating refunds. Therefore, since the calculations under the state refund policy results are at all times more favorable to the student than the calculations under the accrediting commission refund policy formula, the accrediting commission refund policy formula is not followed by this institution.

## **DETERMINATION OF WITHDRAWAL FROM SCHOOL**

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

- The date you notify the College, in writing, of your intent to withdraw. Only the Director would be authorized to

accept a notification of your intent to withdraw.

- The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the Catalog.
- The date you fail to attend classes for a two consecutive week period and fail to inform the school that you are not withdrawing.
- The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

## VOTER REGISTRATION

You may register to vote by completing the online voter registration form at: <https://www.sos.ca.gov/nvrc/fedform/> and then mailing it to the pre-printed address on the form. You may also register to vote whenever you apply for or renew your driver's license or state-issued ID card. Voter registration forms are also available in the Admissions and Financial Aid office. For more information, please visit the California Secretary of State website at:

[http://www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm).

## Drug and Alcohol Abuse Consequences

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

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

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

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

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

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

### Healthy Connections

1947 North California Street  
Suites B and C  
Stockton, CA  
(209) 463-0870

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

This institution continues to make a good faith effort to provide a school and workplace free from illicit use, possession or distribution of drugs and alcohol, and has adopted the Drug and Alcohol Abuse prevention program as outlined. This institution keeps track of incidents referred to the above agency and evaluates the performance of the institutional procedures every two years. A log of incidences and disciplinary actions is kept by the institution.

**This institutional policy and procedures are evaluated by the institutional administrators to determine their efficiency and need for updates. As needed, data is updated biannually and provided to prospective and current students via the institutional catalog. Employees received a hardcopy of the institutional policy once a year.**

## MEDICAL POLICY

(Questions about this policy may be directed to the School Director's Office)

Medical marijuana, which is prescribed for healing purposes, is prohibited at California College of Barbering and Cosmetology although there may be state laws, which permit its use.

California College of Barbering and Cosmetology complies with the Drug-Free Schools, and Communities Act (DFSCA) (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. A 811) which does not recognize the difference between medical recreational use of marijuana. Thus to comply with the Federal Drug Free School and Communities Act the College must prohibit all marijuana use, including medical marijuana, and provide sanctions for its use.

## CAMPUS SECURITY

The College is committed to providing students with a safe environment in which to learn and to keep parents and students well informed about campus security. To that end, and in accordance with the Crime Awareness and Campus Security Act of 1990, the College collects campus crime statistics and prepares a report for distribution to all students, employees and applicants for enrollment or employment. It is hoped that the institution's comprehensive policy will help combat violence in the workplace and on campus.

By September 1st of each year the College will publish and distribute the annual Campus Security, Crime Awareness and Drug Free Workplace Policy Report to all current students and employees. The report is available on the campus website [www.calcbc.com](http://www.calcbc.com) In addition, the report is provided upon request to all prospective student and prospective employees. Such individuals are informed of the reports availability and given the opportunity to request a copy.

## CRIME AWARENESS, DRUG FREE WORKPLACE REPORT

Campus is defined as "any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose." The campus includes the facilities located at 1024 E. March Lane, Stockton, CA 95210. There are no buildings or properties owned or controlled by campus student organizations, which are recognized by this institution. There are no off-campus housing facilities.

- The report is disseminated annually in September to all current and prospective students and employees. In addition, the report is provided to all individuals prior to enrollment or employment through issuance of the School Catalog. At that time students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes.
- No student will have access to the campus facilities, other than the parking area, at any time unless supervised by a staff member. Campus employees supervise any off campus events, which are sponsored by the School. Thus, the School will monitor and report any criminal activity at such events to local law enforcement authorities should they occur.
- The campus does not employ campus security officials. The security of the campus is the direct responsibility of each employee and the campus administration. No such individuals have the authority to make arrests.
- All individuals are requested to report immediately any known criminal offense or other emergency occurring on campus to the School Director's office on the designated form known as the Campus Crime Report Form. All individuals are further requested to promptly report all crimes to appropriate police agencies. The campus Director will report all known criminal offenses to local law enforcement authorities upon receiving the report or upon obtaining knowledge of any criminal offense.
- All students and employees are encouraged to be responsible for their own security and the security of others:
  - a. Do not leave personal property in classrooms.
  - b. Report any suspicious persons to an institutional official.
  - c. Always try to walk in groups outside the school premises.
  - d. If you are waiting for a ride, wait within sight of other people.
  - e. Employees (Staff and Faculty) will close and lock all doors when securing the School for the day.
  - g. The school has no formal program, other than orientation, that disseminates this information.

- h. Information regarding any crimes committed on the campus or leased/attached properties (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.
- To increase crime awareness and prevention, local law enforcement officers are periodically invited to speak to Staff and Students.
- 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 the period between 01/01/16 to 12/31/19. The statistics are reported below:

**Occurrences within the 2017 - 2020 Calendar Years**

<b>Crimes Reported</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Murder (Includes non-negligent manslaughter)	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses (forcible & non-forcible)	0	0	0	0
Robberies	0	0	0	0
Aggravated assaults	0	0	0	0
Burglaries	0	0	2	1
Motor Vehicle Thefts (on Campus)	0	0	0	0
Arson	0	0	0	0
<b>Number of arrest made for the following crimes:</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Campus disciplinary action?</b>
Liquor Laws	0	0	0	No
Drug laws	0	0	0	No
Weapons Possession	0	0	0	No

- In the event a sex offense occurs on campus, the accuser has the option to, and should do the following:

a.	Report the offense to school administration in the administration office.
b.	Preserve any evidence as may be necessary to prove criminal sexual assault.
c.	Request assistance, if desired, from school administration in reporting the crime to law enforcement.
d.	Report the crime to local law enforcement agencies.
e.	Contact an appropriate agency in the community for counseling or other services that may be needed.

- This institution has zero tolerance of any criminal offense committed on campus by Staff, Students or Guests. All incidences will be reported **immediately** to the appropriate law enforcement agency. The violation of this policy by students or employees may result in expulsion or termination while investigations are being followed.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the School's Director but rather should contact the appropriate agency by calling (911). The complete report is available online and can be downloaded from: <http://calcbc.com/annual-report/>

**Ian Campos – Campus Director**

**RECEIPT OF CAMPUS SECURITY/CRIME AWARENESS  
AND DRUG FREE WORKPLACE REPORT  
SIGNATURE PAGE:**

As a student or employee of California College of Barbering and Cosmetology, I hereby acknowledge by my signature below, receipt of the Campus Security/Crime Awareness/Drug Free Workplace Policy as contained in the School Catalog:

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Student or Employee Signature

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Date

**A copy of this signature page must be placed in all Student and Employee Files.**

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## RECEIPT OF CATALOG SIGNATURE PAGE:

As witnessed by my signature below, I acknowledge that prior to my enrollment; I have received and read a copy of the California College of Barbering and Cosmetology Catalog of policies, procedures and information. I agree to abide by the rules, regulations, policies, procedures and standards therein. I also understand that the rules, regulations, policies, procedures and standards set by the Director of the College are subject to change at any time without prior notice and that I will be notified in writing of those changes effective immediately.

I agree that the Satisfactory Progress Policy has been explained to me and I understand that I must fully comply with the Policy.

I also agree that the hours of operation, Tuition and Equipment and Book fees are also subject to change with immediate effect at the discretion of the Director of the College. I further understand that I will receive the items on the Equipment and Book lists in force at the time of my enrollment.

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STUDENT SIGNATURE

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DATE

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## STUDENT INFORMATION RELEASE SIGNATURE PAGE:

I, \_\_\_\_\_, hereby authorize California College of Barbering and Cosmetology to release any information in my file to an Accrediting agency, Federal agency or State agency or parent/legal guardian if student is a minor. I further understand and agree that my personal information may be released to a collection or legal agency retained by the College in the event that I default on the tuition or any other fees as agreed between myself and the College.

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Student Signature

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Date

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Parent Signature (if student is a minor)

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Date

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Admission Officer Signature

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Date

**A copy of this signature page must be placed in all Student Files.**