



SCHOOL CATALOG
JAN 1st, 2022 to DEC 31st, 2022

Get Hands on Training:

Cosmetology
Manicuring
Esthetician

240 S Market Street, Inglewood, California 90301

1 (424) 437-8915

www.savvybeautyacademy.com

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SAVVY BEAUTY ACADEMY CATALOG 2022

PHYSICAL LOCATION AND CAMPUS ADDRESS

Savvy Beauty Academy is in Inglewood, CA and occupies 7,500 square feet in a facility located at **240 S Market Street, Inglewood, California 90301**

Phone: (424) 437-8915

www.savvybeautyacademy.com

SCHOOL HOURS & DAYS OF OPERATION

Monday-Friday 9:00 AM to 3:00 PM

Monday-Friday 4:00 PM to 8:00 PM

Saturday – Sunday Closed

All instructions will be delivered at the address listed above.

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.



WELCOME TO SAVVY BEAUTY ACADEMY

Congratulations on taking your first step along the path towards a rewarding career in the beauty and wellness industry. Savvy Beauty Academy is dedicated to the highest level of education for our students and graduates. This continues until our graduates are placed in rewarding careers. We help guide our students to achieve their career goals with all the educational resources by providing real-life settings. Savvy's cutting-edge classroom instruction and hands-on practical and theory training, prepare our students for the California Board of Barbering and Cosmetology licensing exam, job search, and career assistance.

This catalog contains important information about the programs we offer and will help guide you to take the next important steps so that you can choose the right career path for your future.

Warm Regards,

Rebecca Silva

Director of Operations
Savvy Beauty Academy

APPROVAL DISCLOSURE STATEMENTS

CONSUMER INFORMATION DISCLOSURE

General Information

Name of Institution: Savvy Beauty Academy
Physical Address: 240 S Market Street, Inglewood, California 90301
Phone: (424) 437-8915 | www.savvybeautyacademy.com
Year Founded: 2019

Accreditation and Agency Email Contact Information:

Savvy Beauty Academy is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards as set forth in the California Education Code (CEC) and Title 5, of the California Code of Regulations (CCR). Savvy Beauty Academy does not imply that the Bureau (BPPE) endorses programs or that Bureau (BPPE) approval means the institution exceeds minimum state standards.

California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. www.bppe.ca.gov Phone: (916) 579-8900 Toll Free: (888) 370-7589 Fax: (916) 236-1897.

Savvy Beauty Academy offers the following programs:

Cosmetology 1000 Clock Hours, Esthetics 600 Clock Hours, Manicuring 400 Clock Hours.

Savvy Beauty Academy is not authorized by the U.S. Department of Education (USDE) for participation in Title IV programs, including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Iraq and Afghanistan Service Grant and Federal Student Loans.

Savvy Beauty Academy is not accredited by National Accrediting Commission of Career Arts & Sciences (NACCAS). 3015 Colvin Street, Alexandria, VA, 22314 www.naccas.org Phone: (703) 600-7600 Fax: (703) 379-2200

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. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's internet website

www.bppe.ca.gov.

SAVVY BEAUTY ACADEMY MISSION STATEMENT

OUR MISSION

We strive to create a quality academic environment that provides students with the tools, knowledge, and skills needed to obtain a state license and prepare for an exciting and lucrative career in the beauty and wellness industry.

OUR ACADEMIC PRINCIPLES AND EDUCATIONAL OBJECTIVES ARE:

- Commitment to Our Students.
- Create a learning-focused environment.
- Offer a curriculum that stimulates an interest in learning.
- Provide practical hands-on experience to the student clinic.
- Prepare and assist students in obtaining their licenses.
- Provide students with job placement assistance.
- Actively participate in activities and events that support global needs thereby supporting the local communities in which we operate.
- Inspire the beauty and wellness industry through our commitment to innovation and excellence.

OBJECTIVES

- Students will gain the technical skills, knowledge, and training necessary to pass the California State Board of Barbering and Cosmetology examination required for a state license.
- Provide hands-on training that supports and preserves the program and increases the effectiveness of the educational services.
- Provide administrative support that reinforces and preserves academic and financial resources necessary to enable students to meet their educational objectives and professional goals.
- Develop and maintain an effective ethics program of resource development that supports the mission of Savvy Beauty Academy.
- Provide exemplary admissions, course enrollment, and student record-keeping services, and demonstrate a commitment to helping Students and Faculty in a friendly and timely manner.

SAVVY BEAUTY ACADEMY COVID PROTOCOL

- Savvy Beauty Academy will educate our employees on preventative measures provided by the CDC.
- Increase the frequency and extent of cleaning practices, such as additional wipe-downs of all hard surfaces including, bathrooms, stations, reception, and office spaces.
- Provide additional resources that are available to students and guests including hand sanitizers.
- Implement heightened sanitation and hand-washing procedures for all employees and students.

Students and staff musts:

- Wash hands often with soap and water, for at least 20 seconds.
- If soap and water are not readily available, provide an alcohol-based hand sanitizer with 70 percent to 95 percent alcohol.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Stay home when students are sick and cover your mouth if they cough and/or sneeze.
- Avoid close contact with people who are sick.
- Clean and disinfect frequently touched surfaces and objects.

COMMUNICATION

- Savvy Beauty Academy will communicate directly with students through their email addresses on file with the Admission Department.
- Questions regarding Coronavirus and its impact on school attendance, clinic services, and college operations should be emailed to rebecca@savvybeautyla.com

SAVVY BEAUTY ACADEMY CAMPUS

Savvy Beauty Academy is located at 240 S Market Street, Inglewood, California 90301. The campus is a 20+ year historic facility devoted to teaching the science and art of the beauty and wellness industry.

Savvy Beauty Academy is equipped with professional equipment used in top salons and spas around the country. The campus is carefully designed and furnished to simulate a salon atmosphere providing our students with the best training environment possible.

Savvy Beauty Academy's training facility includes several classrooms and practical training areas. Students have access to the internet, e-books on beauty, reference books on topics related to the cosmetology industry as well as current magazines and other reference materials are available. Students may access this material by speaking to a faculty member and/or Student Services. All instructors hired by Savvy Beauty Academy are qualified to teach all courses for the program in which they are hired to teach.

NON-DISCRIMINATION DISCLOSURE STATEMENTS

In compliance with federal, state, and local government requirements, the Institute does not discriminate against any individual based on age, sex, race, color, religion, national and ethnic origin, handicap, or sexual orientation in the administration of its educational programs, school-administered programs, and publications, or employment practices.

Savvy Beauty Academy follows the requirements established by the Americans with Disabilities Act. Savvy Beauty Academy does not discriminate against qualified individuals with disabilities. Savvy Beauty Academy does provide reasonable accommodation for the known disability of a qualified applicant, student, client, or employee except when the accommodation imposes an undue hardship on the school, fellow employees, or fellow students.

OUR TEAM

Our team at Savvy Beauty Academy is hired for their expertise in the field of beauty and wellness. Our team is licensed by the California State Board of Barbering and Cosmetology and is required to be licensed for a minimum of 3 years in their field of study. All instructors hired by Savvy Beauty Academy are qualified to teach all courses for the program in which they are hired to teach.

Rebecca Silva- School Director

Rebecca has 23 years of experience in the Beauty and Esthetics industry. She specializes in advanced skincare and is also working as the Head Stylist & Salon Educator in West Covina and Burbank, CA. In 2014, she became a Cosmetology Instructor for Marinello Beauty School in Lomita, CA. A few years later, she attended The Dermal Institute in Carson, CA. She then built the Esthetics Program for David's Beauty Academy in Pico Rivera, CA, and headed the Esthetics Program at Palace Beauty Academy in Los Angeles, CA. She is also a current Salon owner in the City of Whittier, CA.

Mai - Instructor

Mai is a young CEO who runs a successful beauty salon, online beauty supply store, monthly subscription plan company, and beauty academy. Her first business was Glam House Los Angeles, a popular beauty salon in Los Angeles, CA that specializes in celebrity nails and lashes. Soon after, she launched her online store and beauty academy nail & lash classes. Mai and her team have traveled & taught thousands of students across the states. With great success, Mai was to help other students become successful artists and entrepreneurs as well.

Kay Sinclair - Instructor

Kay is one of only 80 instructors in the world to teach the Swarovski method of application on nail art. She has been a Nail Instructor for 16 years and teaches the manicure and the nail art program. The program here at Savvy is unique in its method of creating nail art that is one of a kind and that the students can graduate, test, and become extremely successful. Kay is passionate about the field and her students as are all the instructors.

BUSINESS HOURS / SCHOOL HOLIDAYS

Business office hours are Monday through Friday 9:00AM to 5:00PM. Full time class schedule is Monday Friday 9:00AM to 3:00PM. Part time evening classes are held Monday-Friday 4:00PM to 8:00PM. Your schedule will be determined based on the specific program you choose.

Savvy Beauty Academy is closed on the following holidays: Civil Rights Day, Labor Day, President's Day, Memorial Day, Veteran's Day, July 4th, Juneteenth, Thanksgiving Day, and Christmas, and New Year's. We are closed on the holidays and not always the Federal holiday.

ADMISSIONS

ADMISSION PROCEDURES

As a prospective student, you are required to visit the Savvy Beauty Academy campus and speak to an Admissions Representative. Prior to enrollment (signing an enrollment agreement) prospective students are required to review the Savvy Beauty Academy Catalog, Savvy Beauty Academy Performance Fact Sheet. These documents will assist the student to make a more educated selection of the programs of study offered by this institution.

Note: The Board of Barbering and Cosmetology requires information regarding misdemeanors and felonies. If this applies to you it will be necessary to let an Admissions Representative know and provide a copy of the criminal record.

VISA SERVICES: Savvy Beauty Academy DOES NOT provide Visa Services for International students and will NOT vouch for student status and any associated charges.

ENGLISH PROFICIENCY

All classes are taught in the English language. All prospective students that are accepted for enrollment must be proficient in the English language. English Proficiency is determined by successful completion of High School where English is the sole language of instruction or a GED certificate. Evidence of English proficiency is equivalent to a high school diploma.

English language services, including instruction such as ESL, are NOT provided. Savvy Beauty Academy does not grant credit for "prior experiential learning".

ADMISSION REQUIREMENTS

Prior to signing an Enrollment Agreement all Prospective students must:

- ✓ Visit and tour the campus.
- ✓ Complete a personal interview with the Campus Admissions Advisor.
- ✓ Possess a valid government-issued photo verification card or driver's license.
- ✓ Visit and tour the campus
- ✓ Complete a personal interview with the Campus Admissions Advisor
- ✓ Possess a valid government-issued photo verification card or driver's license.

INTERNATIONAL STUDENTS

International students do not qualify to take the state licensing exam unless they possess a valid Social Security Number or tax identification number.

STUDENT RECORDS

Savvy Beauty Academy will maintain student records permanently, as required by state law and accrediting agencies. Student transcripts will be maintained indefinitely.

TRANSFER: CREDITS & CREDENTIALS

The transferability of credits you earn at Savvy Beauty Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (diploma) you earn in the program 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 may be required to repeat some or all your coursework at the institution you are transferring to. 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 (Savvy Beauty Academy) to determine if your (diploma) will transfer.

Savvy Beauty Academy does not have an articulation agreement with any other institution.

GRIEVANCE PROCEDURE

STUDENT GRIEVANCE PROCEDURE AND GRIEVANCES

Students wishing to express a concern should use the school internal complaint process first however it is not required that students use the internal complaint process and may contact the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet web site www.bppe.ca.gov.

1. Discuss the concern with the appropriate instructor. All discussions are to be held before, after class, or by a scheduled appointment.
2. If the concern cannot be resolved through the instructor, present the concern to the Student Service Representative. It is strongly recommended that all grievances be presented in writing; Savvy Beauty Academy will also accept oral grievances.
3. Unresolved concerns may be appealed to the Academic Director in writing. Appointments with the Academic Director are scheduled through the Admissions Office. The Academic Director has the responsibility for reaching a decision that is in balance with the best interests of all parties named in the complaint.
4. If the grievance cannot be resolved after exhausting the formal grievance procedures, students may report the concern to the following agency:

The 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 (916)431-6959 or (888)370-7589 www.bppe.ca.gov

ORIENTATION

All new students are required to attend an orientation prior to or on their first day of class. During orientation, students will be introduced to the campus staff and learn about the policies, expectations, and student services.

Savvy Beauty Academy, (also referred to as "Savvy Beauty Academy," the "School," or the "Institute") is a private institution approved by the Bureau for Private Postsecondary Education (BPPE). Savvy Beauty Academy is approved to teach the following programs of study in Inglewood, California.

METHOD OF PAYMENTS

Cash, Credit Card (Visa, Master Card, American Express), Cashier's Check. (No personal checks accepted).

FINANCIAL AID & OTHER ENROLLMENT INFORMATION

Savvy Beauty Academy is not Title IV and therefore does not participate in federal and state financial aid programs (Pell grants or federal student loans). Savvy Beauty Academy does not have a pending petition in bankruptcy, nor is Savvy Beauty Academy operating as a debtor in possession.

BANKRUPTCY DISCLOSURE

Savvy Beauty Academy has not filed a petition within the preceding five years, nor has Savvy Beauty Academy had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

RE-ENTRY POLICY

All students who withdraw in good standing will be allowed to reenter during the next class start date at the discretion of a school official. Previously enrolled Savvy Beauty Academy students who have not completed their program requirements may apply for re-enrollment by contacting an administrator and presenting a written request for re-enrollment.

The request should include both a detailed explanation of the reasons for the student's previous withdrawal and why the student should be allowed to re-enroll.

A campus committee consisting of a School Manager, School Administrative staff member, and a school instructional faculty member will consider the request for re-enrollment based on the student's letter, the student's past enrollment history, how long the student has been out of school and how many hours the student is required to complete to receive their diploma.

If the student is approved for re-enrollment, full credit for previous properly documented and paid for instruction hours will be granted in accordance with state regulations. Charges for re-enrollment will be based on tuition charges in effect at the time of re-enrollment.

Unpaid balances from any previous enrollment must be resolved prior to re-enrollment.

STUDENT FINANCIAL OBLIGATIONS WITHDRAWAL

Students withdrawing from Savvy Beauty Academy prior to completion of their contracted program must pay all balances in full prior to the release of the Proof of Training and/or Record of Withdrawal documents for the hours completed at the campus.

STUDENT SERVICES HOUSING

Savvy Beauty Academy **IS NOT** responsible to find or assist students in finding housing. Savvy Beauty Academy **DOES NOT** have dormitory facilities. There are many housing options available for students near the institution and generally within Los Angeles County. The cost of housing in Los Angeles County is between \$1,400.00 to \$2,400.00 per month.

STUDENT SERVICES

To help students achieve their fullest personal development and make the best use of all of Savvy Beauty Academy educational resources, we offer guidance and career advice beginning with the first admissions interview. Faculty and administrative staff will continue to be available for guidance throughout the enrollment at Savvy Beauty Academy and beyond.

The student's success is our primary goal. Various situations outside of school like transportation, employment challenges, or childcare may arise that could jeopardize the student's ability to complete their studies. Faculty and staff want to know so they can assist all students stay on track toward their goals.

Students will have access to:

- State Licensing Assistance: Savvy Beauty Academy maintains close contact to make sure students have all the resources they need to pass their exam and obtain their state license.
- Audio visual aids / Access to Milady Online Licensing Exam Preparation Course.
- Access to Milady Beauty and Wellness Career Transitions.

GED CLASSES AVAILABLE

For those individuals interested in obtaining a GED, more information can be obtained by contacting any of the resources listed below:

Abram Friedman Occupational Center

1646 S. Olive St. Los Angeles, California 90015
(213)765-2573

Southwest Community College

1600 W Imperial Hwy, Los Angeles, CA 90047
(323)241-5321

JOB PLACEMENT ASSISTANCE

Savvy Beauty Academy Student Services personnel provide students with job placement assistance. Students will have access to:

- ✓ Industry guest speakers, field trips, projects, activities.
- ✓ Career fairs and career development workshops concentrating on job search and employment strategies.
- ✓ Workshops in resume writing, portfolio building, interview strategies, customer service skills and building a client base.
- ✓ Additional counseling sessions are available at any time for career development upon student's request.

SAVVY BEAUTY ACADEMY DOES NOT GUARANTEE EMPLOYMENT TO GRADUATES.

EDUCATION / IMPORTANT ACADEMIC RULES AND INFORMATION

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

Savvy Beauty Academy expects all students to maintain Satisfactory Academic Progress (SAP). Each student enrolled at Savvy Beauty Academy must:

1. Maintain a cumulative academic GPA of 'C' (70%) or better at the end of each

GRADING	INTERPRETATION	AVERAGE	GRADE POINT
A	EXCELLENT	90%– 100%	4.0
B	GOOD	80% - 89%	3.0
C	AVERAGE	70% - 79%	2.0
D	UNSATISFACTORY	60% -69%	1.0
F	FAILING	60% OR BELOW	0
I		INCOMPLETE	

2. Maintain a cumulative academic Practical grade of "Satisfactory" at the end of each evaluation period.
3. Students must complete 100% of the scheduled program clock hours to be eligible for licensure through the California Board of Barbering and Cosmetology. The student is expected to complete the course of study within the 150% of the period of time stated in the enrollment agreement.
4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be making Satisfactory Academic Progress (SAP) until the next evaluation period. Evaluation Periods: Satisfactory Academic Progress will be assessed at the following benchmarks of actual attended hours:
5. Evaluation Periods: Satisfactory Academic Progress (SAP) will be assessed at the following benchmarks of actual attended hours.
 - Cosmetology 500 900
 - Esthetician 300
 - Manicurist 200

- Barber 500 900
- Cosmetology Crossover 100
- Barber Crossover 100

TRANSFER HOURS (SAP)

With regards 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. SAP evaluation periods are based on actual contracted hours at the institution. For transfer students, the SAP will take place at the midpoint of their program or at the institution's established evaluation periods.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Progress. Determination at the time of each of the evaluation periods.

WARNING PERIOD

Students attending school during the "warning" period are still deemed to be in Satisfactory Academic Progress.

- If at the end of the warning period, the student meets both the attendance and academic requirements, they will re-establish Satisfactory Academic Progress.
- If at the end of the warning period, the student has not met both the attendance and academic requirements, the student will be placed on "probation."

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be considered not making satisfactory academic progress. IF the student appeals the decision AND prevails in the appeal:

1. Developing an academic plan for the student that, if followed, will ensure that the student is able to meet satisfactory academic progress standards by a specific point in time. The student will be advised in writing within 15 days of submission of the appeal of the actions required to attain satisfactory academic progress. If a student meets the minimum attendance and academic requirements by the end of the probationary period, satisfactory progress has been re-established. If a student has not met the minimum attendance and academic requirements by the end of the probationary period or if Savvy Beauty Academy has determined that the student did not meet the requirements specified in the academic plan for the student, they will not be in satisfactory academic progress and will be subject to enrollment termination.
2. Appeal Procedure: If a student is determined to not be making satisfactory progress when placed on probation, the student will appeal the determination. The student must submit a written appeal to the school on the SAP Appeal Form with supporting documentation as to the reasons why the determination should be reversed. This information should include what has changed about the student's situation (such

as a death in the family, an injury or illness of the student or other allowable special circumstances) 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 15 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed.

3. Re-establishment of Satisfactory Academic Progress – Students may re-establish Satisfactory Academic Progress as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.
4. 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 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.
5. Noncredit and Remedial Courses: Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.
6. Transfer Hours: Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours. SAP evaluation periods are based on actual contracted hours at the institution.

DISMISSAL/UNOFFICIAL WITHDRAWAL

If the student fails to attend the institution for more than 14 consecutive days, the institution will consider the student a drop and automatically withdraw him/her from the program. The fifteenth day then constitutes the day of withdrawal. The institution will send the student a letter of withdrawal on the date of withdrawal determination.

AUTOMATIC WITHDRAWAL/TERMINATION OF ENROLLMENT

A student will automatically be withdrawn from the program for the following reasons:

- ✓ The student notifies the school of his/her withdrawal.
- ✓ Failure to fulfill financial agreements.
- ✓ Failure to maintain satisfactory progress for two consecutive evaluation periods.
- ✓ Failure to return from an approved leave of absence on the scheduled return date.

Students who fail to return from a LOA will be considered dismissed, and the withdrawal date for the purposes of calculating a refund will be determined by the student's last day of attendance.

LICENSING REQUIREMENTS

To be eligible to take the California Board of Barbering and Cosmetology licensing examinations, students must be at least seventeen years of age, have a Social Security number or Tax Identification Number, have committed no acts of crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.

They must also submit Proof of Completed Training of their selected program, from an approved California school, present a valid government issued ID, file an Application for Examination, and remit an examination fee. Students must furnish an examination kit, traveling expenses, and pay all necessary fees to the Board of

Barbering & Cosmetology Examination center. Required Hours: Cosmetology 1000 Hours, Barbering 1000 Hours, Esthetics 600 Hours, Manicuring 300 Hours, Cosmetology Crossover 300 Hours, Barber Crossover 200 Hours.

BACKGROUND CHECKS

California Board of Barbering and Cosmetology: The application for examination by the Board requires an applicant to disclose background information relating to any conviction or plea of no contest to any violation of any law of the United States, in any state, local jurisdiction or any foreign country to determine a student's eligibility to take the licensing exam. Individuals who have been convicted of a crime can still apply to take the examination. The Board will request documents relating to a conviction to be included with the application for examination. These are reviewed and evaluated by the Board on a case-by-case basis.

Board of Barbering and Cosmetology

P. O. Box 944226 Sacramento, CA 94244-2260

Phone: (800) 952-5210 | Fax: (916) 575-7281 | www.barbercosmo.ca.gov

STUDENT CLINIC SUCCESS

As a student you will get practical hands-on training providing services for real people in the student clinic. This will help prepare you for the demands of the workplace once you graduate and become a licensed professional. Student success is dependent not only on technical skill level but also to a large degree on customer service/business skills to be successful in a chosen occupation. Students are expected to bring their own guests to the student clinic to receive clinic services. This expectation is a part of the Savvy Beauty Academy teaching which strives to develop a student's customer service and business skills while in school so that upon graduation and starting their first job the graduate will have developed customer service tools and experience necessary to build a loyal client base. Practical training includes students working on models, clinic guests and training assignments on mannequin heads. A student's success is dependent upon their ability to use what they have learned at Savvy Beauty Academy including attendance, punctuality, professional image, attitude, and the ability to attract and retain clients, service productivity and retail sales promotion.

PHYSICAL, HEALTH AND SAFETY

Prospective students should be aware of the physical demands required of a beauty and wellness industry professional. Occupations in the beauty and wellness industry generally require continued standing or sitting and constant use of the upper torso, shoulders, arms, wrist and hands, upper back, and neck. Some individuals may have allergies or sensitivities to the typical chemical products used in beauty and wellness occupations. A student must be physically capable of performing all required activities conducted at the school and complying with all safety policies and procedures.

NOTICE TO STUDENTS WHO MAY BE PREGNANT

WARNING: Exposure to chemicals used in the cosmetology industry may cause cancer and birth defects or other reproductive problems to you and your unborn child. In addition, the physical demands required by the school curriculum could place unwanted stress on the mother and child during pregnancy. Please consider this and consult with your physician regarding these issues prior to enrolling and signing the enrollment agreement.

POTENTIAL EARNINGS

As with any career, the amount of earnings the student can receive in the beauty and wellness industry is related to the amount of effort the student applies to their career. Minimum efforts can result in minimum earnings, while maximum efforts can lead to much higher levels of compensation. The student's ability to earn income in the beauty and wellness industry is dependent upon the student's ability to communicate, present oneself professionally, develop great people skills, and maintain a positive attitude.

The Savvy Beauty Academy curriculum is designed to teach students these skills to obtain an entry level position upon graduation and licensing, but the effort students put forth to learn these skills is solely up to them. In addition to the above earning considerations, income levels can depend on work location, tipping habits, competition, the discretion of your employer and/or the position held. Accordingly, since earnings are dependent on the efforts of the individual and other factors, Savvy Beauty Academy does not make any express or implied claim about the salary or wages that you may earn after completing your designated educational program.

Please see our School Performance Fact Sheet as it relates to the outcomes in the educational program you select. The School Performance Fact Sheet will contain wage and salary data for particular career occupations. Also, additional data for your review and consideration is available from the US Department of Labor at its Bureau of Labor Statistics which will provide wage data by area and occupation at <http://www.bls.gov/bls/blswage.htm>

The following career opportunities exist:

Hair Stylist, Beauty School Counselors, Beauty Consultant, Salon Coordinator, Sales Representatives, Barber Instructors, Cosmetology Instructors, Beauty Editor, Salon Owner, Skin Care Specialists, Manicurist, Professional Makeup, Private Assistants, School Owners, Dermatologist Assistant, Esthetician.

Employment of barbers, hair stylists, and cosmetologists is projected to grow 8 percent from 2018 to 2028, faster than the average for all occupations. The need for barbers will stem primarily from an increasing population, which will lead to greater demand for basic hair care services. In addition, demand for hair coloring, hair straightening, and other advanced hair treatments have risen in recent years, a trend that is expected to continue over the coming decade.

Barbering	39-5011
Cosmetology	39-5012
Cosmetology Instructor Training	25-2032
Esthetician	39-5094
Manicurist	39-5092
Professional Make--Up Artistry	39-5091

REFERENCE

Occupational Outlook Handbook: US Bureau of Labor Statistics

https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and_cosmetologists.htm

PROGRAMS OF STUDY

Savvy Beauty Academy offers a complete selection to help turn your creativity and motivation into a successful career. Savvy Beauty Academy offers expert training by experienced instructors. Savvy Beauty Academy has aligned its programs with the National Accrediting Commission of Career Arts and Sciences (NACCAS) so students can be assured they are getting a solid beauty and wellness education from a reputable institution.

GRADING SYSTEM AND EVALUATIONS

Academic progress will be measured according to the grading system below. **Theory:** Theory or Technical Instruction is the instruction students receive through demonstration, lecture, classroom participation and examination.

Theory work will be graded as follows:

GRADING	INTERPRETATION	AVERAGE	GRADE POINT
A	EXCELLENT	90%– 100%	4.0
B	GOOD	80% - 89%	3.0
C	AVERAGE	70% - 79%	2.0
D	UNSATISFACTORY	60% -69%	1.0
F	FAILING	60% OR BELOW	0
I		INCOMPLETE	

Practical Training or Practical Operations are the projects, practical operations and services students perform on another person (client or another student) or on a mannequin.

Practical Training work will be graded as follows:

GRADING	INTERPRETATION	AVERAGE	GRADE POINT
A	EXCELLENT	90%– 100%	4.0
B	GOOD	80% - 89%	3.0
C	AVERAGE	70% - 79%	2.0
D	UNSATISFACTORY	60% -69%	1.0
F	FAILING	60% OR BELOW	0
I		INCOMPLETE	

ATTENDANCE

Students must complete 100% of the scheduled program clock hours to be eligible for licensure through the California Board of Barbering and Cosmetology.

GRADUATION REQUIREMENTS

To graduate, each student must maintain a minimum grade average of 70% in Theory and a Satisfactory in Practical Training. Savvy Beauty Academy students receive a diploma for their program of study once they have completed their program's required clock hours and provided, they have met their Theory and Practical Training. All tuition, fees, and charges due to Savvy Beauty Academy must be paid in full prior to the release of final documents, including your diploma and transcripts.

TUITION AND FEES / PROGRAM COSTS+

PROGRAM	REGISTRATION FEE (Non-Refundable)	TUITION	SUPPLIES (Non-Refundable)	TEXTBOOKS (Non-Refundable)	STRF (Non-Refundable)	ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM
COSMETOLOGY	\$150	8,000	\$1350	\$350	\$25.00	\$9875.00
BARBERING	\$150	\$8,000	\$980	\$320	\$22.50	\$9,472.50
COSMETOLOGY CROSSOVER SOC CODE 39.5011 CIP CODE 12.0402	\$150	\$2,800	\$580	\$220	\$10.00	\$3760.00
BARBER CROSSOVER SOC CODE 39.5012 CIP CODE 12.0401	\$150	\$1,400	\$450	\$250	\$5.00	\$2,255.00
MANICURIST SOC CODE 39.5092 CIP CODE 12.0410	\$150	\$4,000	\$500	\$350	\$12.50	\$5,012.50
ESTHETICIAN (CIP #12.0409, DOT #332.271-010, SOC #39-5094)	\$150	\$5200	\$500	\$500	\$15.00	\$6,365.00
COSMETOLOGY INSTRUCTOR (CIP #12.0413, DOT #075.127- 010, SOC #25-1194)	\$150	\$5,300	\$350	\$250	\$15.00	\$6,065.00
Professional Makeup Artistry	\$150	\$2,000	\$500	\$350	\$7.50	\$3,007.50

COSMETOLOGY PROGRAM

COSMETOLOGY CURRICULUM

PROGRAM DESCRIPTION

Cosmetology is a 1000 clock hour program that includes the study and practice of all aspects of the beautification and care of the hair, skin, and nails. The program provides for both classroom instruction and supervised practice of job related skills such as hairdressing, hair cutting and coloring, manicuring, and skin care services. The program also includes the study of related subjects, such as bacteriology, anatomy, chemistry, and health; and uses Milady curriculum to teach students to see, think, create, and adapt themselves as designers.

The plan of study is the union of art and design, as well as the most innovative techniques used in the industry. The student will learn foundation design principles of form, texture, and color, and then incorporate these principles with practical applications such as sculpting, long hair design, texture, and color.

PROGRAM OBJECTIVES

To educate and train students in the principles and practices of the profession of Cosmetology so they can successfully complete the examination by the State of California Board of Barbering and Cosmetology and obtain their Cosmetology license.

- To perform skills in the areas of hair cutting, hair styling, hair coloring, skin care, make-up application and manicuring.
- To develop habits of orderly performance and good workmanship of various tasks of the Cosmetology profession.
- To develop habits of proper performance of Cosmetology in the interest of safety and hygiene for oneself and for others.
- To impart ideals and attitudes of readiness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
- To educate students in the fundamentals of successful business operations as they relate to the field of Cosmetology.
- To assess the effectiveness of education course completion, licensure, and employment.

PROGRAM FORMAT

The curriculum for students enrolled in a cosmetology course consists of one thousand (1000) hours of technical instruction and practical training. Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

EDUCATIONAL GOALS

Our primary goals are to provide a quality educational system that prepares students to pass the State Board Examination and gain employment within their chosen field of study.

Modules of Instruction Breakdown

Module	Minimum Required Hours by Law, Technical & Practical	Total Hours, Technical & Practical
Health & Safety	100	100

Disinfection & Sanitation	100	100
Chemical Hair Services	200	225
Hairstyling Services	200	225
Skin Care	150	200
Hair Removal and Lash and Brow Beautification	50	50
Manicure & Pedicure	100	100
Total Hours	900	1000

Outline of Subject Matter in Technical and Practical Instruction

Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations means the actual performance by the student of complete services on another person or a mannequin. Operations may be completed on mannequins, models or clients. Additional operations may be scheduled by the instructor, based on training needs and clientele volume.

- **Health & Safety**

- Infection Control & Regulations
- Principles of Infection Prevention Measures
- Chemicals and your Health
- Safety Data Sheets: What you need to know
- Protecting Yourself from Hazardous Chemicals
- Safe Chemical Handling in the Establishment
- Communicable Diseases: Prevent the Spread
- Health and Safety Laws and Agencies
- Solving Health and Safety Problems
- Ergonomics: Fitting the Job to the Person
- Worker's Rights
- Sexual & Physical Assault Awareness

- **Disinfection and Sanitation**

- Protecting the Health & Safety of the Consumer & You
- Proper Hand Washing
- Disinfectants
- Cleaning and Disinfecting nonelectrical tools and implements
- Standard protection precautions
- Personal protective equipment

- **Chemical Hair Services**

- Hair Analysis & Predisposition
- Identify natural hair color and tone
- How chemical services affect the structure of hair
- Techniques for permanent waving
- Soft Curl permanents
- Techniques for chemical hair relaxers/straightening
- Safety precautions for chemical hair relaxing services
- Hair color consultation & strand tests
- Alternative hair coloring techniques: Balayage, Ombre
- Proper mixing and formulation of hair color
- Applying hair color
- Hair color retouches
- Bleaching: How to use lighteners

- Color correction and effective use of dye removers
- Hair coloring safety precautions
- **Hairstyling Services**
 - Styling and arranging of various hair lengths and styles
 - Pin curls
 - Roller curls
 - Hair wrapping
 - Master comb-out techniques
 - Basic blow dry styling techniques
 - Thermal hair straightening
 - Curling iron techniques
 - Safety in thermal hairstyling
 - Shampooing principles and techniques
 - Basic haircutting techniques
 - Principles of wet and dry hair cutting
 - Proper use of haircutting tools: shears, razors, electrical clippers and trimmers, thinning shears
 - Posture and body position
- **Skin Care**
 - Manual Facials
 - Electrical Facials
 - Chemical Facials
 - Methods of treating the face, scalp, neck or body without ablation or destruction of live tissue:
 - Hands
 - Esthetic devices
 - Cosmetic products
 - Antiseptics, lotions, tonics and creams
- **Hair Removal and Lash and Brow Beautification**
 - Eyelash tinting and perming
 - Application of eyelashes
 - Eyebrow tinting and perming
 - Eyebrow shaping
 - Hair analysis
 - Hair removal best practices and techniques
 - Acceptable hair removal methods:
 - Depilatories
 - Waxing
 - Sugaring
 - Nonprescription chemicals
 - Tweezing
 - Electrical hair removal devices (excluding laser/light wave devices)
- **Manicure and Pedicure**
 - Differences of Water and oil manicures
 - Performing the Basic Manicure
 - Nail analysis
 - Manicuring techniques
 - Hand and arm massage
 - Performing the Basic Pedicure
 - Nail analysis
 - Pedicuring techniques
 - Foot and ankle massage
 - Artificial Nail Services
 - Acrylics application best practices & techniques

- Understanding Brush-ons: Liquid & Powder
- Nail Tips and Wraps: Why and How
- Artificial Nail Repairs:
 - Nail wrap maintenance
 - Repairs
 - Proper removal

BARBERING PROGRAM

BARBERING CURRICULUM

PROGRAM DESCRIPTION

The curriculum for students enrolled in a barber course shall consist of 1000 clock hours of technical instruction and practical operations covering all practices constituting the art of barber pursuant to Section 7316 of the Barber and Cosmetology Act. The training encompasses all phases of sanitation, hygiene, haircutting, shaving and trimming the beard, facials, scalp massage, manicuring, hair styling, cutting and fitting hairpieces, hair coloring, permanent waves, and relaxers. This course prepares the student for entry level employment as a barber/stylist.

PROGRAM OBJECTIVES

- To educate and train students in the principles and practices of the profession of Barbering so they can successfully complete the examination by the State of California Board of Barbering and Cosmetology and obtain their Barbering license.
- To develop habits of orderly performance and good workmanship of various tasks of the Barbering profession.
- Students will receive an education in both theory and practical experience and gain knowledge in all phases of Barbering.
- To impart ideals and attitudes of readiness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
- To educate students in the fundamentals of successful business operations as they relate to the field of Barbering.
- To assess the effectiveness of education course completion, licensure, and employment. Students will receive an education in both theory and practical experience and gain knowledge in all phases of Barbering.
- To prepare students to work in a professional barber shop /salon.

PROGRAM FORMAT

The curriculum for students enrolled in a barbering course shall consist of one thousand (1000) hours of technical instruction and practical training covering all practices of a barber. For this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin.

EDUCATIONAL GOALS

Our primary goals are to provide a quality educational system that prepares students to pass the State Board examination and gain employment within their chosen field of study.

Modules of Instruction Breakdown

Module	Minimum Required Hours by Law, Technical & Practical	Total Hours, Technical & Practical
Health & Safety	100	100

Disinfection & Sanitation	100	150
Chemical Hair Services	200	250
Hairstyling Services	200	250
Shaving and Trimming of the Beard	200	250
Total Hours	800	1000

Outline of Subject Matter in Technical and Practical Instruction

Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations means the actual performance by the student of complete services on another person or a mannequin. Operations may be completed on mannequins, models or clients. Additional operations may be scheduled by the instructor, based on training needs and clientele volume.

- **Health & Safety**

- Infection Control & Regulations
- Principles of Infection Prevention Measures
- Chemicals and your Health
- Safety Data Sheets: What you need to know
- Protecting Yourself from Hazardous Chemicals
- Safe Chemical Handling in the Establishment
- Communicable Diseases: Prevent the Spread
- Health and Safety Laws and Agencies
- Solving Health and Safety Problems
- Ergonomics: Fitting the Job to the Person
- Worker's Rights
- Sexual & Physical Assault Awareness

- **Disinfection and Sanitation**

- Protecting the Health & Safety of the Consumer & You
- Proper Hand Washing
- Disinfectants
- Cleaning and Disinfecting nonelectrical tools and implements
- Standard protection precautions
- Personal protective equipment

- **Chemical Hair Services**

- Hair Analysis & Predisposition
- Identify natural hair color and tone
- How chemical services affect the structure of hair
- Techniques for permanent waving
- Soft Curl permanents
- Techniques for chemical hair relaxers/straightening
- Safety precautions for chemical hair relaxing services
- Hair color consultation & strand tests
- Alternative hair coloring techniques: Balayage, Ombre
- Proper mixing and formulation of hair color
- Applying hair color
- Hair color retouches
- Bleaching: How to use lighteners

- Color correction and effective use of dye removers
- Hair coloring safety precautions
- **Hairstyling Services**
 - Styling and arranging of various hair lengths and styles
 - Pin curls
 - Roller curls
 - Hair wrapping
 - Master comb-out techniques
 - Basic blow dry styling techniques
 - Thermal hair straightening
 - Curling iron techniques
 - Safety in thermal hairstyling
 - Shampooing principles and techniques
 - Basic haircutting techniques
 - Principles of wet and dry hair cutting
 - Proper use of haircutting tools: shears, razors, electrical clippers and trimmers, thinning shears
 - Posture and body position
- **Shaving and Trimming of the Beard**
 - Shaving Safety Considerations
 - Tools and Product Knowledge
 - Station Setup
 - Preparing the client for a shave
 - Effective skin condition assessment
 - Standard shave procedures and techniques
 - Facial without shave (including traditional massage and rolling cream massage techniques)
 - Facial with shave, including application of aftershave antiseptic

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- **The minimum combined total clock hours of 1000, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.**
- **Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.**

Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

MANICURING PROGRAM

MANICURING CURRICULUM

PROGRAM DESCRIPTION

The curriculum for students enrolled in a nail care course shall consist of not less than four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.

PROGRAM OBJECTIVES

- To educate and train students in the principles and practices of the profession of Manicuring so they can successfully complete the examination by the State of California Board of Barbering and Cosmetology and obtain their Manicurist license.
- To develop habits of orderly performance and good workmanship of various tasks of a Manicurist professional.
- Understand sterilization procedures.
- Acquire knowledge of general theory relative to manicuring chemistry, and theory relative to practical procedures performed.
- Acquire business management techniques common to manicurists.
- Acquire knowledge of laws and rules created by the Bureau of Barbering and Cosmetology.
- To educate students in the fundamentals of successful business operations as they relate to the field of Manicuring.
- To assess the effectiveness of education course completion, licensure, and employment.
- Acquire knowledge of laws and rules created by the California Board of Barbering and Cosmetology.

PROGRAM FORMAT

The program format course shall consist of not less than four hundred (400) hours of technical instruction and practical training. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. Program Length may vary depending on schedule.

EDUCATIONAL GOALS

Our primary goals are to provide a quality educational system that prepares students to pass the State Board examination and gain employment within their chosen field of study.

GRADUATION REQUIREMENTS

When the student has completed the 400 required clock hours, the required theory hours, and practical operations in manicuring, with a GPA 70.0 or better, the student is awarded a diploma certifying their graduation. The school will assist the student in completing the necessary documents to file the appropriate California Board of Barbering and Cosmetology Examination application. All institutional charges must be paid in full prior to graduation.+

Required Course
400 Hours of Technical 'Instruction and Practical Training as Follows

300 Hours of Technical Instruction and Practical Training in Nail Care

Module	Module Description	Theory Hours	Practical Hours
Manicures and Pedicures	The subject of Manicures and Pedicures shall include, but is 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.	60 hrs	210 Hours

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

Laws and Regulations	The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10 hrs	
Health and Safety Considerations	The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: 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 hrs	
Disinfection and Sanitation	The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.	20 hrs	35 Hours

Anatomy and Physiology	The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and condition	10 hrs	
Health and Safety Course on Hazardous Substances	The health and safety course on hazardous substances and basic labor laws developed by the pursuant to Business and Professions Code section 7389	30 hrs	

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of 400, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

ESTHETICS PROGRAM

ESTHETICS CURRICULUM

PROGRAM DESCRIPTION

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

PROGRAM OBJECTIVES

- To educate and train students in the principles and practices of the profession of esthetics.
- The graduate will have the background, education, and skills to pass the state board licensing exam to work as an esthetician.
- To develop habits of orderly performance and good workmanship of various tasks as it relates to skin care and the esthetics profession.
- To develop habits of proper performance as an esthetician in the interest of safety and hygiene for oneself and for others.
- To educate students in the fundamentals of successful business operations as they relate to the field of esthetics.
- Esthetics training at the academy includes theory, practical instruction, and business building skills which prepare the student to perform skin care and make up services (esthetics) on the public.

EDUCATIONAL GOALS

Our primary goals are to provide a quality educational system that prepares students to gain employment within their chosen field of study. The school will assist the student in completing the necessary documents to file the appropriate California Board of Barbering and Cosmetology Examination application.

PROGRAM FORMAT

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.

Required Courses		Technical Instruction	Practical Training
600 Hours of Technical Instruction and Practical Training are required by law.			
350 Hours of Technical Instruction and Practical Training in Facials			
Manual, Electrical and Chemical Facials:	In this module the student will learn the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of	70 hrs	200 Hours

	producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.		
Preparation	The subject of Preparation shall include but not be limited to the following issues; Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills	15 hrs	65 hours

200 Hours of Technical Instruction and Practical Training in Health and Safety & Disinfection & Sanitation

Law and Regulations	In this module the student will learn the about The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10 hrs	
Health and Safety Consideration	In this module the student will received training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	40 hrs	50 hours
Disinfection and Sanitation	In this module the student will learn the procedures to protect the health and safety of the consumer as well as the technician including proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10 hrs	45 hours
Anatomy and Physiology	In this module the student will learn Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15 hrs	

Health and Safety Course on Hazardous Substances	The health and safety course on hazardous substances and basic labor laws developed by the pursuant to Business and Professions Code section 7389	30 hrs	
50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up			
Eye Brow Beautification	In this module the student will learn and have practical training in eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	15 hours	10 hours
Makeup	In this module the student will learn about and have practical training in skin analysis, basic and corrective application, application of false eyelashes.	10 hours	15 hours

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of 600, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

GRADUATION REQUIREMENTS

When the student has completed the 600 required clock hours, the required theory hours, and practical operations in esthetics, with a GPA 70.0 or better, the student is awarded a diploma certifying the student's graduation. The school will assist the student in completing the necessary documents to file the appropriate California Board of Barbering and Cosmetology Examination application. All institutional charges must be paid in full prior to graduation.

PROFESSIONAL MAKEUP ARTIST PROGRAM

PROFESSIONAL MAKEUP ARTIST CURRICULUM

PROGRAM DESCRIPTION

The curriculum for students enrolled in the Professional Makeup Artist program consists of 300 clock hours of Technical Instruction and Practical Training, covering all practices constituting the art of makeup. The program includes technical instruction in theory and practice, and practical operation or completion of services performed in a clinic environment on volunteer student's client guests or models. Learn the fundamentals to create flawless looks, introductory make up skills and techniques, for creating natural bold and glamorous looks.

PROGRAM OBJECTIVES

- To educate and train students in the principles and practices of the profession of a Professional Makeup Artist.
- To develop habits of proper performance as a Professional Makeup Artist in the interest of safety and hygiene for oneself and for others.
- To educate students in the fundamentals of successful business operations as they relate to the field of Professional Makeup Artist.
- To develop habits of orderly performance and good workmanship of various tasks of the Professional Makeup Artist profession.

EDUCATIONAL GOALS

Our primary goals are to provide a quality educational system and gain employment within their chosen field of study.

THE FOLLOWING CAREER OPPORTUNITIES EXIST

Celebrity Makeup Artist, Theatrical/Performance Makeup Artist, Special FX Makeup Artist, Freelance Makeup Artist, Beauty Writer/Editor, Makeup Product Developer, Bonus Career, Special make-up effects, Bridal hair and make-up magic, Runway and editorial, Retail consultation, Beauty and character, Film, and television.

PROGRAM FORMAT

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.

OUTLINE OF SUBJECT MATTER

- Introduction to Makeup
- Essential Techniques
- Knowledge of the Face
- Perfect Makeup Techniques
- Special Makeup Applications
- Special Occasions Makeup
- Makeup Artistry

COSMETOLOGY CROSSOVER

COSMETOLOGY CURRICULUM

PROGRAM DESCRIPTION

The curriculum for students enrolled in the Cosmetology Crossover program consists of three hundred (300) hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations mean actual performance by the student of a complete service on another person or mannequin.

PROGRAM OBJECTIVES

- To educate and train students in the principles and practices of the profession of Cosmetology so that they can successfully complete the examination by the State of California Board of Barbering and Cosmetology and obtain their Cosmetology license.
- To develop habits of orderly performance and good workmanship of various tasks of the Cosmetology profession.
- To impart ideals and attitudes of readiness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
- To educate students in the fundamentals of successful business operations as they relate to the field of Cosmetology.
- To assess the effectiveness of education course completion, licensure, and employment.
- Understand sterilization and sanitation procedures.
- Understand employer- employee relationship and respect the need to deliver worthy service for value received.
- Practice proper grooming, effective communication skills, visual poise, professional ethics, and salesmanship.
- Have a better understanding of the Barbering and Cosmetology Rules and Regulations.

PROGRAM FORMAT

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.

EDUCATIONAL GOALS

Our primary goals are to provide a quality educational system that prepares students to pass the State Board examination and gain employment within their chosen field of study.

COSMETOLOGY CROSSOVER (CIP CODE 12.0401 / SOC # 39-5012)

SUBJECTS	MINIMUM TECHNICAL INSTRUCTIONAL HOURS	MINIMUM PRACTICAL OPERATIONS
300 HOURS OF TECHNICAL INSTRUCTION – COSMETOLOGY CROSSOVER		
LAWS AND REGULATIONS The Barbering and Cosmetology Act and The Board’s Rules and Regulations.	10	
HEALTH AND SAFETY CONSIDERATIONS Health and Safety Considerations shall include, but is not limited to training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety of laws, agencies, ergonomics, and communicable diseases, including HIV/AIDS & Hepatitis B.)	5	
DISINFECTION AND SANITATION Disinfection and Sanitation shall include but is not limited to proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedure for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	5	10
PREPARATION The subject of Preparation and Performance shall include but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	5	10
BACTERIOLOGY, ANATOMY AND PHYSIOLOGY Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	5	
200 HOURS OF TECHNICAL INSTRUCTION AND PRACTICAL TRAINING IN ESTHETICS		
MANUAL, ELECTRIC AND CHEMICAL FACIALS Manual, electric, and chemical Facials shall include, but is not limited to manual facials including cleansing, scientific manipulations, packs, and masks. Electrical facials include the use of electrical modalities, dermal lights, and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	45	60

EYEBROW BEAUTIFICATION AND MAKEUP Eyebrow Beautification and Makeup shall include but is not limited to eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	5	10
MANICURING & PEDICURING Manicuring & Pedicuring shall include but is not limited to water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, electric nail files, nail design, application of artificial nails	10	25

BARBER CROSSOVER

BARBERING CURRICULUM

PROGRAM DESCRIPTION

The curriculum for students enrolled in the Barbering Crossover program consists of two hundred (200) hours of technical instruction and practical operations covering all practices constituting the art of Barbering. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations mean actual performance by the student of a complete service on another person or mannequin.

PROGRAM OBJECTIVES

- To educate and train students in the principles and practices of the profession of Barbering so that they can successfully complete the examination by the State of California Board of Barbering and Cosmetology and obtain their Barber license.
- To develop habits of orderly performance and good workmanship of various tasks of the Barbering profession.
- To impart ideals and attitudes of readiness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
- To educate students in the fundamentals of successful business operations as they relate to the field of Barbering.
- To assess the effectiveness of education course completion, licensure, and employment.
- Understand sterilization and sanitation procedures.
- Understand employer- employee relationship and respect the need to deliver worthy service for value received.
- Practice proper grooming, effective communication skills, visual poise, professional ethics, and salesmanship.
- Have a better understanding of the Barbering and Cosmetology Rules and Regulations.

PROGRAM FORMAT

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.

EDUCATIONAL GOALS

Our primary goals are to provide a quality educational system that prepares students to pass the State Board examination and gain employment within their chosen field of study.

OUTLINE OF SUBJECT MATTER

- **Shaving and Trimming of the Beard**
 - Shaving Safety Considerations
 - Tools and Product Knowledge
 - Station Setup
 - Preparing the client for a shave
 - Effective skin condition assessment
 - Standard shave procedures and techniques
 - Facial without shave (including traditional massage and rolling cream massage techniques)
 - Facial with shave, including application of aftershave antiseptic

COSMETOLOGY INSTRUCTOR TRAINING PROGRAM

COSMETOLOGY INSTRUCTOR TRAINING CURRICULUM

PROGRAM DESCRIPTION

The program consists of 600 clock hours of Theory and Practical Training in teaching the art of cosmetology, barbering or esthetics including instruction on creating lesson plans, presenting a lesson a white board, and setting up demonstrations.

PROGRAM OBJECTIVES

- To educate students in the principles and practices of the profession of Instructing students in the field of Cosmetology so that they can successfully complete the examination by the State of California Board of Barbering and Cosmetology and obtain their cosmetology license.
- To develop habits of orderly performance and good workmanship of various tasks of the Cosmetology Instructor Profession.
- To educate students in the fundamentals of successful business operations as they relate to the field of Cosmetology Instructor Training.
- To assess the effectiveness of education course completion, licensure, and employment.

PROGRAM FORMAT

Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

EDUCATIONAL GOALS

Our primary goals are to provide a quality educational system that prepares students to pass the State Board examination and gain employment within their chosen field of study.

OUTLINE OF SUBJECT MATTER

- Career Education Instructor
- Teaching Plan and Learning Environment
- Teach Study and Testing Skills
- Basic Learning Styles and Principals
- Basic Method of Teaching and Learning
- Communicating Confidently
- Effect Presentations
- Effective Classroom Management and Supervision
- Achieving Learner Results
- Program Development and Lesson Planning
- Educational Aids and Technology in the Classroom
- Assessing Progress and Advising Students
- Making the Student Salon an Adventure
- Career and Employment Preparations
- The Art of Retaining Students
- Educator Relationships
- Learning Is a Laughing Matter
- Teaching Success Strategies for a Winning Career
- Teams at Work
- Evaluating Professional Performance.

RULES AND REGULATIONS

In this section, we outline important rules and regulations relating to a student's enrollment at Savvy Beauty Academy. Savvy Beauty Academy reserves the right to modify these rules and regulations and those in the Student Handbook at any time.

ALL STUDENTS MUST COMPLY WITH SAVVY BEAUTY ACADEMY'S RULES AND REGULATIONS AS A CONDITION OF THEIR ENROLLMENT. FAILURE TO COMPLY WITH THESE SCHOOL RULES AND REGULATIONS CAN LEAD TO ANY OR ALL OF THE FOLLOWING DISCIPLINARY ACTIONS BEING TAKEN, DEPENDING ON THE SEVERITY OF THE MISCONDUCT: WRITTEN WARNINGS, PROBATION, SUSPENSION AND TERMINATION FROM SCHOOL.

Students who are terminated for failure to comply with Savvy Beauty Academy rules and regulations may appeal their termination. Students must submit a written appeal to the School Director stating the reasons why the decision to terminate should be reversed and requesting a re-evaluation of their status. Supporting documentation should be included, as necessary.

This appeal must be received by the School Director within five (5) business days of termination. Should a student fail to appeal this decision within the time required, the decision to terminate will be final. A decision on the student's appeal will be made by the Savvy Beauty Academy Executive Committee and will be communicated to the student in writing. The Executive Committee's decision on the appeal is final.

DRESS CODE AND APPEARANCE

All students are required to adhere to the following uniform dress code: Shear, see-through, or revealing garments are not acceptable attire unless covered by the lab coat. Sandals, slippers, flip-flops, or shoes with heels more than two inches are not acceptable and are not to be worn in class. All students are required to wear black smocks, black bottoms with the exception of Esthetics students who are required to wear white medical scrub shirts, white pants, and a white lab coat.

LEAVE OF ABSENCE (LOA)

Occasionally, students may experience extended personal, and/or medical challenges which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence.

Leave of Absence may be granted for up to 180 days. Do not request a Leave of Absence unless you absolutely need to be out of school for a period of more than 20 days but less than 60 days. For financial Aid recipients, a student may be granted multiple leaves as long as the total number of days for all leaves does not exceed 180 days within a 12- month period, this period initiates from the first day the student's first LOA. Students will not be assessed additional tuition charges while on their Leave of absence.

Before the leave of absence can be approved, students must be aware that upon returning from an authorized LOA, the student will retain all credit for clock hours and work projects completed and will return to the academic progress status they held prior to the LOA. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. The student may request a LOA using the institutional form at the Financial Aid Office.

RIGHTS OF PRIVACY & RETENTION OF STUDENT RECORDS

The Federal Right of Privacy Act of 1974 enables all students to review their academic records, including grades, attendance, and counseling reports. Students' records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. Students may request a review of their records by writing to the School Director. All such reviews will be scheduled during regular school hours under appropriate supervision. The institution retains student transcripts permanently. Savvy Beauty Academy will provide one transcript and Proof of Training to each graduate at no charge. A fee of \$10.00 will be charged for each additional transcript, reprint of Diploma, or copy of Proof of Training document. The student's financial accounts must be current prior to the institution furnishing any diplomas or Proof of Training documents.

*Those students who do not have an SSN or Tax Identification Number will not receive a Proof of Training document, as they are not eligible for state licensure.

CANCELLATION AND REFUND POLICY

STUDENTS RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes or the seventh day after enrollment (seven days from date when enrollment agreement was signed, whichever is later. However, the registration fee of \$150.00 is non-refundable.

Mandated by the State of California This refund policy applies to all terminations for any reason, by either party, including student decision, course or program, cancellation, or school closure.

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

APPLICATION OF REFUND / REFUND POLICY

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

A registration fee of \$ 150.00 is a non-refundable item. Equipment, textbooks, supplies, uniforms, and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

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

DETERMINATION OF WITHDRAWAL FROM SCHOOL

The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of: The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw. The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing. The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: 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 assistance until the loan is repaid.

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

DISMISSAL / UNOFFICIAL WITHDRAWAL

If the student fails to attend the institution for more than 14 consecutive days, the institution will consider the student a drop and automatically withdraw him/her from the program. The fifteenth day then constitutes the day of withdrawal. The institution will send the student a letter of withdrawal on the date of withdrawal determination.

AUTOMATIC WITHDRAWAL / TERMINATION OF ENROLLMENT

A student will automatically be withdrawn from the program for the following reasons

The student notifies the school of his/her withdrawal.

Failure to fulfill financial agreements.

Failure to return from an approved leave of absence on the scheduled return date.

Students who fail to return from a LOA will be considered dismissed, and the withdrawal date for the purposes of calculating a refund will be determined by the student's last day of attendance. Failure to maintain satisfactory progress for two consecutive evaluation periods.

COURSE CANCELLATION

If a course is canceled by Savvy Beauty Academy subsequent to a student's enrollment and before instruction in the course has begun, the school shall provide a full refund of all money paid.

SCHOOL CLOSURE

If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall provide a full refund of all money paid.

NOTICE REGARDING DISTANCE EDUCATIONAL PROGRAMS

The school will transmit your first lesson and other materials to you within seven days after your admission.

This institution will transmit all of the lessons and other materials to you if (A) you have fully paid for the educational program; and (B) if after having received the first lesson and initial materials, you request in writing that all of the materials be sent. If this institution transmits the balance of the materials per your request, this institution shall remain obligated to provide other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by you. This institution shall not be obligated to pay any refund after all of the lessons and materials have been transmitted.

STUDENT TUITION RECOVERY FUND

STUDENT TUITION RECOVERY FUND: (STRF): 5, CCR §76215 (A)

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program." "It is important that you keep copies of

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

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

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

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

You are not a California resident.

Your total charges are paid by a third party, such as an employer, government program, or other payers, and you have no separate agreement to repay the third party.

REFUNDS

If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy

calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of the withdrawal date in the order stated in section CFR 34 section 668.22. This order would apply in accordance with the aid programs available at the institution.

STUDENT LOANS

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.

SAVVY BEAUTY ACADEMY LIBRARY

The library is located on the clinic floor which is equipped with a study area that includes computers, online licensing preparation from Milady Pro, instructional books, resource magazines, and studying supplies. Savvy Beauty Academy is a member with Associated Skin Care Professionals to provide online educational and marketing resources including, but not limited to, the following programs: Cosmetology, Barbering, Manicuring, Esthetics, and Professional Makeup Artistry. Each student will be provided a code to access online learning resources. Students must see an instructor or administrator for permission to check out books and magazines overnight. All materials must be returned to the school the following day prior to the start of the students' classes.

SAVVY BEAUTY ACADEMY FACILITIES AND EQUIPMENT

Savvy Beauty Academy is a spacious (7500 sq. ft.) air-conditioned, two story modern, facility close to all public transportation (Metro, Bus, Uber, Lyft, and Taxi). Savvy Beauty Academy simulates an upscale salon design with modern equipment and a variety of supplies that help enhance the student's product knowledge. A student lounge is provided for students for eating and rest areas. Lockers are provided to keep his/her uniform and private articles.

FACILITIES AND EQUIPMENT

THE BUILDING IS A (2) LEVEL 7500 SQUARE FEET BUILDING CONSISTING OF:

Reception Desk and Reception Area

3 Display cabinets

4 Display shelves

74 Stations downstairs

18 Stations upstairs

13 Shampoo bowls

12 Shampoo chairs

15. Dryers

3 Large classrooms for Cosmetology, Esthetics, Skin Care

**One of the classrooms has 12 desks and 22 chairs.

Skin care service room with:

6 Facial beds and steamers

An audio-visual area

3 Computers and a student library 6 Offices for administrators

A Lunchroom with 6 tables and 23 chairs

4 TV's

2 Vending machines

Water fountain

4 Bathrooms

THE BUILDING IS A (2) LEVEL 7500 SQUARE FEET BUILDING CONSISTING OF: 74 STATIONS DOWNSTAIRS

18 Stations upstairs

13 Shampoo bowls

12 Shampoo chairs

15 Dryers

1 Large classroom for Cosmetology An audio-visual area

3 Computers and a student library 3 Facial beds and steamers

3 Manicuring Tables

ESTHETICS

1 Large classroom for Esthetics Skin care service room with: Esthetics Practical Room

6 Facial beds and steamers An audio-visual area

3 Computers and a student library

Towel Warmers Sink

Sanitation and Sterilization Machine Teaching Materials for Instructors Cabinetry

MANICURING

1 Large classroom for Manicuring An audio-visual area

Foot Spas

3 Computers and a student library 8 Manicuring Tables

Teaching Materials for Instructors Sanitation and Sterilization Area Sink

Display Case

PROFESSIONAL MAKEUP ARTIST

1 Large classroom for Makeup An audio-visual area

12 makeup stations

12 chairs

2 Ring lights

3 Computers and a student library Sanitation and Sterilization Area Sink

Display Case

TEXTBOOKS

Students may purchase their own textbook and workbook if the items are the same as those offered through the kit. Notice that the student will be purchasing their own books before the enrollment contract is completed. Currently used textbook editions and ISBN numbers are provided below:

Cosmetology / Barber Crossover

Milady Standard Cosmetology, 13th Edition Hardcover Textbook – ISBN-13: 9781285769417

Theory Workbook – ISBN-13: 9781285769455

Practical Workbook – ISBN-13: 9781285769486

Cosmetology Crossover

Milady Standard Barbering, 6th Edition Textbook – ISBN-13: 978130510058

Student Workbook – ISBN-13: 978130510064

Esthetician Milady Standard Esthetics: Fundamentals, 12th Edition

Esthetics Fundamentals and Foundations Textbook Package – ISBN: 9780357263792

Foundations Workbook – ISBN: 9781337095273

Esthetics Workbook – ISBN: 9781337095044

Manicuring Milady Standard Nail Technology, 7th Edition

Textbook – ISBN-13: 9781285080475

Student Workbook – ISBN-13: 9781285080512

Cosmetology Instructor

Milady Course Management Guide 13th Edition – ISBN 9.78129E+12

CLASS SCHEDULES

COSMETOLOGY FULL TIME SCHEDULE (40 WEEKS)							
MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL HOURS/WEEK
	9 AM – 5:00 PM	9 AM – 5:00 PM	9 AM – 5:00 PM	9 AM – 5:00 PM	9 AM – 5:00 PM		40
COSMETOLOGY PART-TIME SCHEDULE (80 WEEKS)							
MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL HOURS/WEEK
5 PM 8 PM	5 PM 8 PM	5 PM 8 PM	5 PM 8 PM	5 PM 8 PM			20
BARBERING FULL TIME SCHEDULE (37.5 WEEKS)							
MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL HOURS/WEEK
	8:30 AM – 5:00 PM	8:30 AM – 5:00 PM	8:30 AM – 5:00 PM	8:30 AM – 5:00 PM	8:30 AM – 5:00 PM		40
MANICURING FULL TIME SCHEDULE (13 WEEKS)							
MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL HOURS/WEEK
	10:00 AM 2 PM	10:00 AM 2 PM	10:00 AM 2 PM	10:00 AM 2 PM	10:00 AM 2 PM	10:00 AM 2 PM	16
ESTHETICS FULL TIME SCHEDULE (20 WEEKS)							
MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL HOURS/WEEK
9:00 AM 2 PM	9:00 AM 2 PM	9:00 AM 2 PM	9:00 AM –2 PM	9:00 AM 2 PM			20
COSMETOLOGY CROSSOVER PART TIME SCHEDULE (12.5 WEEKS)							
MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL HOURS/WEEK

MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL HOURS/WEEK
	8:30 AM – 3:00 PM	8:30 AM – 3:00 PM	8:30 AM – 3:00 PM	8:30 AM – 3:00 PM	8:30 AM – 3:00 PM		30

BARBER CROSSOVER PART TIME SCHEDULE (8.5 WEEKS)

MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL HOURS/WEEK
	8:30 AM – 3:00 PM	8:30 AM – 3:00 PM	8:30 AM – 3:00 PM	8:30 AM – 3:00 PM			30

COSMETOLOGY INSTRUCTOR PART TIME SCHEDULE (20 WEEKS)

MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL HOURS/WEEK
	8:30 AM – 3:00 PM	8:30 AM – 3:00 PM	8:30 AM – 3:00 PM	8:30 AM – 3:00 PM			30

ADMINISTRATIVE BUSINESS HOURS: TUESDAY - SATURDAY 8:30 AM TO 10:00 PM

IMPORTANT CONTACT INFORMATION

Savvy Beauty Academy is owned and operated by Savvy Beauty Academy LLC

PHYSICAL LOCATION AND CAMPUS ADDRESS

SAVVY BEAUTY ACADEMY
240 S MARKET STREET, INGLEWOOD, CA
90301 TELEPHONE: (424) 437-8915
www.savvybeautyacademy.com

ADMINISTRATORS

Chief Academic Officer:

Rebecca Silva

Chief Financial Officer: Terry

Yee

GOVERNING AND REGULATORY AGENCIES CONTACT INFORMATION

National Accrediting Commission of Career and
Sciences 4401 Ford Avenue Suite 1300,
Alexandria, VA 22302
Telephone: (703) 600-7600 | Website:
<http://naccas.org> Bureau for Private
Postsecondary Education
1747 N. Market Blvd., Suite 225 Sacramento, CA 95834
P. O. Box 980818, West Sacramento, CA 95798-
0818 Telephone: (888) 370-7589 Website:
www.bppe.ca.gov

Board of Barbering and Cosmetology
PO Box 944226 Sacramento, CA 94244-2260
Telephone: (800) 952-5210 Facsimile: (916) 575-
7281 Website: www.barbercosmo.ca.gov

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P. O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, 1-888- 370-7589 or by fax at (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 263-1897 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.