



# Neihulé

---

academy of beauty

STUDENT CATALOG | 2021 - 2022





## TABLE OF CONTENTS

Welcome to Neihulé Academy of Beauty	3
Our Mission	4
Our Objectives	4
School Administration & Faculty	5-7
Campus, Facility and Equipment	7-8
Student Housing	8
Approval Disclosure Statement	8
Regulatory & Accreditation Agencies	9
Non-Discrimination Disclosure Statements	10
Our Class Schedules	10
Cost of Tuition & Supplies	11-12
Holidays / Orientation	12
Admissions	12-15
Retention & Disclosure Of Education Records	15-16
Transfers- Transfer Notices	17-18
International Students/Language Disclosure	18-19
English as a Second Language (ESL)/English Proficiency	19
Experimental Learning	20
Financial Aid Programs & Other Enrollment Info.	20
Re-Enrollment	20-21
Student Financial Obligations Upon Withdrawal	21
Student Services	21
Job Placement	22
Job Opportunities	22-23
Important Academic Rules and Information/ (SAP) Policy	24-26
Student Attendance	26
Tardiness & Clock-In	27
Warning, Academic Probation & Termination Status	27-28
Standards for Student Progress & Academic Achievement	28-29
Background Checks	29
Student Clinic Success	30
State Licensing Disclosure	30
Physical, Health and Safety	30-31
Potential Earnings	31
Grading System and Evaluations	31-32
Graduation Requirements	32

Career Opportunities	32
Programs of Study;	33
Cosmetology Course Overview & Outline	33-34
Esthetics Course Outline	35
Manicuring Course Outline	35 - 36
State of California Licensing Program Requirements	36-46
Rules and Regulations	47
Leave of Absence Policies	48
Access to Information in Student Files/ School Records	48
Library and other Learning Resources	48-49
Student Withdrawal and Refund Policies	49-53
Student Tuition Recovery Fund (STRF)	53-54
Grievance Procedures	54-59
BPPE Information, Complaint Procedures	60



## **Welcome to Neihulé Academy of Beauty**

Congratulations on taking your first step along the path towards a rewarding career in the beauty and wellness industry. At Neihulé Academy of Beauty (also referred to as "the Academy,"), we pride ourselves on guiding our students to their career goals while caring for all of their educational needs along the way, from cutting edge classroom instruction to hands on practical training in the student clinic.

We continue this process through preparation for the state-licensing exam, to job search and career assistance and beyond. As an established beauty and wellness salon in Los Angeles, we have helped beauty professionals excel their career in the beauty industry since 2008.

This catalog contains important information about the programs we offer that will help guide you as you take the next important steps toward your future.

Additional information can be found on our website: [www.neihuleacademy.com](http://www.neihuleacademy.com)

## **Our Mission**

Neihulé Academy of Beauty mission is to provide excellent hands-on training where students can learn the trade of cosmetology, esthetics, manicuring, massage therapy and microblading.

Neihulé Beauty Academy will enable students with the education and skill sets needed to, not only pass the state board exam, but also be self-sustained and proficient after graduation.

This approach will set our graduates for success as a cosmetologist, esthetician, manicurist, massage therapist and microblader. Our focus is to create a strong culture of education.

Neihulé Academy of Beauty is dedicated to providing educational opportunities to foster and adopted children in the child welfare system as well as underprivileged young adults.

## **Our Objectives**

- To prepare students for careers in cosmetology, Esthetics, Manicuring, massage therapy and microblading.
- To produce knowledgeable and skilled graduates that will be an asset to any phase of the industry they wish to pursue.
- To produce graduates that will be highly employable and capable of demonstrating the knowledge and experience received in their training.
- To maintain an updated program so students will have complete knowledge of current professional techniques.
- To promote continual educational growth for the faculty and students through constant review of teaching methods and techniques, and to prepare all students to pass the State Board examination.



## **School Administration as of October 2018**

Owners: Neihulé Academy of Beauty, Inc.

President: Atouzo Neihulé

Academy Director/Admissions: Atouzo Neihulé

Chief Academic Officer/CAO: Yvonne Neihulé

Chief Operations Officer/COO: Yvonne Neihulé

Director of Admissions: Danielle Woodward

## **The Faculty**

The faculty at Neihulé Academy has been hired for their expertise in their particular field of beauty and wellness. Neihulé Academy faculty is required to have at least 6 years of combined education and industry experience in order to be employed as instructors. Our faculty members are trained in the Neihulé Academy Method and understand the importance of both Theory and Practical Training that are necessary for a student to be successful in their program of study.

### **Staff Faculty:**

#### **Cosmetology Education Team:**

1. Yvonne Neihulé: Cosmetology-Full Time  
Licensed Cosmetologist  
Lic #kk356248 valid 6/30/18

At the age of 18, Yvonne Neihulé embarked on her career in the beauty industry. She received her cosmetology license in 1998 and has 19 years' experience in the beauty industry!

Yvonne worked for L'Oréal Professional as a platform artist and color educator for 5 years. She facilitated classes in various salons, beauty schools and hair shows. Yvonne has a knack for public speaking and teaching students her passion of cosmetology. Yvonne also has acquired an apprentice license with the Board of Cosmetology since 2006. This has enabled students to acquire their cosmetology hours by apprenticing directly under Yvonne instead of attending a conventional beauty school for hours. Yvonne has mentored many young stylist and has groomed them to become talented, successful cosmetologist over the years.

In 2008 Yvonne opened Neihulé Salon along with her Husband and business partner Atouzo Neihule. Yvonne is currently the Chief Academic Officer of Neihulé Inc. Neihulé Salon is a well-established salon that provides various services which include but not limited to haircutting, hair coloring, waxing, facials, nails, and makeup services. Please visit [www.neihule.com](http://www.neihule.com) to learn more about Neihule Salon.

As a cosmetology instructor Yvonne's duties and responsibilities include teaching theory and practical cosmetology skills to students in order to educate them to be successful cosmologist and pass the state board exam. All instructors are to report to the CAO and Academy Director.

2. Marna "Lisette" Flores: Cosmetology-Full Time  
Licensed Cosmetologist  
Lic: kk399363

Lisette has been practicing the art of hairdressing for over 18 years. Lisette specializes in color, balayage, women's haircutting, men's haircutting and styling. As a cosmetology instructor Lisette's duties include teaching theory and practical cosmetology skills to students in order to educate them to be successful cosmologist and pass the state board exam.

## Skin Care/Esthetic Educational Team

1. Darvina Elizabeth Waldon: Esthetics-Full Time  
Lic: Z126230  
Darvina is a licensed Esthetician for 7 years.  
Darvina's duties include teaching theory and practical esthetic skills to students in order for them to be successful estheticians and pass the state board exam.

## Manicuring Educational Team:

1. Cemone Neco Curtiss: Manicuring- Full Time  
Cosmologist Lic #M36624  
Cemone is a licensed cosmologist for 30 years. Cemone specializes in manicuring. Cemone's's duties include teaching theory and practical manicuring skills to students in order for them to be successful manicurists and pass the state board exam.

2. Cecilia Sanchez: Manicuring- Full Time  
Manucurist Lic #KK555354



Ceci is a licensed cosmetologist for 8 years. Ceci specializes in manicuring. Ceci's duties include teaching theory and practical manicuring skills to students in order for them to be successful manicurists and pass the state board exam.

### **Massage Therapy Educational Team**

Yves Pierre: Massage Therapist - Full Time

Massage Therapist Lic #25518

Yves is a licensed Massage therapist for 14 years. Yves specializes in massage therapy. Yves's duties include teaching theory and practical massage skills to students in order for them to be successful massage therapists.

### **Microblading Educational Team**

Tara Behnoosh Nassetzare: Microblader- Full Time

Tara has been teaching microblading classes for the last 5 years as well as working on her own clientele for the last 6 years. Tara specializes in microblading. Tara's duties include teaching theory and practical microblading skills to students in order for them to be amazing Microblading brow Artists.

## **Neihulé Academy of Beauty Campus**

Neihulé Academy is comprised of modern facilities devoted to teaching the science and art of the beauty and wellness industry. Equipped with professional equipment commonly used in professional salons and spas around the country, our academy is carefully designed and furnished to provide our students with a hands-on training environment where they practice their newly learned skills and techniques on real people.

Our academy includes classrooms and practical training areas, Reference books on topics related to the beauty and wellness industry as well as current periodicals and other reference texts are available for student use. Students also have access to the Media Center, Style Seat (an electronic tool for managing appointments) and online test preparation for their state board exam through Milady Publishing Company.

## **Facility and Equipment at Neihule Academy of Beauty**

The institution uses a maximum student/teacher ratio of 30:2.

All courses are taught at our main Campus at: 305 East 8<sup>th</sup> Street, Los Angeles CA 90014 The total square footage of the campus is 12,000 square feet.

Facilities are as follow:

Freshman Classroom (3)

Regular Classroom (4)  
Student Lounges (2)  
Storage Room (2)  
Laundry/Utility Room (2)  
Dispensary (1)  
(1) Reception/waiting area  
(3) Restrooms  
(16) Salon with Facial Area  
(1) Administrative Offices (1) - Director, Instructor, and Admissions/Financial Aid

Equipment available for student use includes:

Shampoo bowls (5)  
Dryers (10)  
Student stations (22)  
16 Facial/massage chairs or 16 facial/massage beds  
(25) Manicure stations (5) Pedicure Stations  
(10) Thermal hair straighteners, (10) Non-electric comb, (10) Stove (for non-electric combs (9)  
Electric curling iron, (5) Non-electric curling iron, (15) Stove (for non-electric curling irons)  
Hairstyling or barber chairs (22)

## **Student Housing**

Neihulé Academy of beauty does not have dormitory facilities under its control nor offers student housing assistance.

According to rentals.com for Downtown Los Angeles, CA, rental properties start at approximately \$1800.00 to \$3000 per month for 1 bedroom apartments.

There are over 60 plus high rise apartment/loft buildings within a 5 mile radius from the main campus.

Neihulé Academy of Beauty is not responsible for finding or assisting a student in finding housing.

## **Approval Disclosure Statement**

Neihulé Academy of Beauty, (also referred to as "Neihulé," the Academy," ) is a Non-Accredited private institution.

### **APPROVAL/DISCLOSURE STATEMENT**

Neihulé Academy of Beauty is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of



2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. The bureau does not endorse our programs nor does the approval imply that the institution exceeds minimum state standards.

Neihulé Academy of Beauty does not have a pending petition in bankruptcy, has never led for bankruptcy petition within the preceding five (5) years, nor operated as a debtor in possession or had a petition of bankruptcy led against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code

## REGULATORY AND ACCREDITATION AGENCIES

The following institutions license and regulate our institution:

Bureau for Private Postsecondary Education (BPPE) 2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833 (916) 431-6959 Toll-free: (888) 370-7589 or call toll-free at (888) 370-7589, or visit its web site at [www.bppe.ca.gov](http://www.bppe.ca.gov)

Board of Barbering and Cosmetology (BBC) P O Box 944226 Sacramento, CA 94244-2260  
(916) 575-7281 Toll-free: (800) 952-5210

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

Neihule Academy of Beauty is NOT accredited by the National Accrediting Commissions of Career Arts & Sciences, (NACCAS) The National Accrediting Commission of Career Arts and Sciences (NACCAS) is recognized by the United States Department of Education as a national accrediting agency for postsecondary school and departments of cosmetology arts and sciences, and massage therapy.

A student enrolled at a non-accredited institution is NOT eligible for federal financial aid programs.  
(CEC 9409 (a)(16) CEC 94897 (p))

Neihulé Academy of Beauty has been granted institutional approval to teach the following programs of study in California:

Cosmetology 1600 Clock Hours

Manicuring 400 Clock Hours

Esthetician 600 Clock Hours

Massage Therapy 550 Clock Hours

Microblading 5 days 40 Clock Hours

All Neihulé Academy students who successfully complete a program of study will be awarded an appropriate diploma for that program of study. Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Neihulé Academy reserves the right to change its curriculum, schedules, tuition, fees, student rules, regulations and requirements at any time and without notice.

## **Non-Discrimination Disclosure Statements**

In compliance with federal, state, and local government requirements, the Academy does not discriminate against any individual on the basis of 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.

Neihulé Academy follows the requirements established by the Americans with Disabilities Act. Neihulé Academy does not discriminate against qualified individuals with disabilities. Neihulé 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 Class Schedules and Enrollment Periods**

We offer regular day and evening classes. Your schedule will be determined based on the specific program you choose.

Enrollment periods:

Neihulé Academy of Beauty usually begins a new cosmetology, skin care, nail, massage therapy and microblading classes start 1<sup>st</sup> Monday and Tuesday of every month based on space availability. Please contact Neihule Academy of Beauty admissions office for exact starting dates.

Full-time Esthetics Program day students attend four (4) days (Tuesday through Friday), 32 hours per week, from 9:00 AM to 5:00 PM, Part-time Esthetics night students attend Five (5) days (Monday through Friday), 20 hours per week, from 6:00 PM to 10:00 PM. Part-time Nail Technology Program Day school students attend four (4) days (Tuesday through Friday), 20 hours per week, from 10:00 AM to 3:00 PM. Part-time Nail Technology Program Night school students attend four (5) days (Tuesday through Saturday), 26 hours per week, from 5:30 PM to 10:00 PM (Tuesday through Friday) and 9:00 AM to 5:00 PM (Saturday) Information regarding other course schedules is available upon inquiry.

Main Campus:  
305 East 8<sup>th</sup> Street, Los Angeles CA 90014  
Tel: 213.395.0947 Fax: 213.537.0602  
All Classes will be held at our main Campus.

### COST OF TUITION AND SUPPLIES

Because of inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change.

#### **TUITION - Cosmetology**

Tuition	\$19,500.00
Application Fee (nonrefundable)	\$100.00
Student Tuition Recovery Fund (STRF) (nonrefundable)	\$0.00
T Shirts and Text Books	\$444.07
Kit, Equipment, Supplies	\$1500.00
Kit Sales Tax 9% (nonrefundable)	<u>\$138.75</u>
TOTAL COSTS	\$21,682.82

#### **TUITION - Esthetics/Skin Care**

Tuition	\$10,960.00
Application Fee (nonrefundable)	\$100.00
Student Tuition Recovery Fund (STRF) (nonrefundable)	\$0.00
Kit, Equipment, Textbook, Supplies	\$1,959.32
Kit Sales Tax 9% (nonrefundable)	<u>\$176.34</u>
TOTAL COSTS	\$13,195.66

#### **TUITION - Manicuring/Nail Care**

Tuition	\$4,200.00
Application Fee (nonrefundable)	\$100.00
Student Tuition Recovery Fund (STRF) (nonrefundable)	\$0.00
Kit, Equipment, Textbook, Supplies	\$1000.00
Kit Sales Tax 9% (nonrefundable)	<u>\$27.00</u>
TOTAL COSTS	\$5,327.00

#### **TUITION - Massage Therapy**

Tuition	\$6500.00
Application Fee (nonrefundable)	\$100.00
Student Tuition Recovery Fund (STRF) (nonrefundable)	\$0.00
Kit, Equipment, Textbook, Supplies	\$800.00
Kit Sales Tax 9% (nonrefundable)	<u>\$56.00</u>
TOTAL COSTS	\$7,456.00

## **TUITION - Microblading Course**

Tuition	\$2000.00
Application Fee (nonrefundable)	\$0.00
Student Tuition Recovery Fund (STRF) (nonrefundable)	\$0.00
Kit, Equipment, Textbook, Supplies	\$500.00
Kit Sales Tax 9% (nonrefundable)	<u>\$50.00</u>
TOTAL COSTS	\$2550.00

The school accepts cash and credit card payments (additional fees may be applied), cashier checks/money order payments. Payment arrangements must be made fifteen (15) days prior to start date.

No other charges need to be paid to any other entity other than the institution that is required for participation in the education program.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE; ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM; AND THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.

## **Holidays**

Neihul  Academy observes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

## **Orientation**

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

## **Admissions**

### **Admission Procedures:**

As a prospective student, you are required to visit the Neihul  Academy campus to enroll. The purpose of the visit is to discuss your personal education and career plans with our campus staff prior to enrolling or signing an enrollment agreement. We will take your application in person and give you a tour of the campus.

This way you can assure yourself in advance that Neihul  Academy, our programs, and our

educational philosophy are the right fit for you before you make your final decision. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the Academy's Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

### **Admission Requirements:**

We want to make sure our students have the best chance to succeed in the beauty and wellness industry. It is our policy to enroll only students who have the aptitude and ability to learn, benefit from and find employment in their prospective program of study. Students must meet specific requirements prior to signing an enrollment agreement for admission to Neihulé Academy.

#### Prior to signing an Enrollment Agreement all prospective students must:

1. Visit and tour the campus.
2. Complete an Enrollment Application Form: Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from Neihulé Academy of Beauty Admissions.
3. Submit an Application Fee: Action will not be taken on admission or any student application until an application fee of \$100.00 is received. Please submit the fee in the form of a check or money order, payable to Neihulé Academy of Beauty Inc. This fee is not included in the cost of tuition. In extraordinary circumstances, the school may waive the application fee for students that transfer from a school that has suddenly closed without notice. In extraordinary circumstances, the school may waive the application fee for students that transfer from a school that has suddenly closed without notice.
4. Personal Interview: Complete a personal interview with the Director of Admissions.
5. Identification: Possess a valid Social Security Card
  - Possess a valid government issued photo identification card or driver license.
6. Education If you are at least 17 and a high school graduate, you must provide the following documents to the school:
  - A valid U.S. high school diploma, a GED, a High School Certificate of Proficiency issued by a state that recognizes it as equivalent to a high school diploma, or high school transcripts verifying your graduation date.
  - A valid government issued photo identification card or driver license.If you are at least 18, an immigrant to the United States and have completed high school or its equivalent in your country of origin, you must provide the following documents to the school:
  - A copy of your secondary school education credential as well as an English translated copy which clearly identifies the date of completion of secondary education that is equivalent to a U.S. high school diploma. The translation must be completed by a qualified certified translator fluent both in the language in which the document is written and in English or a bona fide, third party document evaluation service. If the out-of-country

education certificate is translated by a bona fide, third-party document evaluation service, the translation must be on that company's letterhead.

- A valid government issued photo identification card or driver license.

### **Admission Requirements for our Massage therapy program.**

- A valid U.S. high school diploma, a GED, a High School Certificate of Proficiency issued by a state that recognizes it as equivalent to a high school diploma, or high school transcripts verifying your graduation date.

- A valid government issued photo identification card or driver license.

If you are at least 18, an immigrant to the United States and have completed high school or its equivalent in your country of origin, you must provide the following documents to the school:

- A copy of your secondary school education credential as well as an English translated copy which clearly identifies the date of completion of secondary education that is equivalent to a U.S. high school diploma. The translation must be completed by a qualified certified translator fluent both in the language in which the document is written and in English or a bona fide, third party document evaluation service. If the out-of-country education certificate is translated by a bona fide, third-party document evaluation service, the translation must be on that company's letterhead.

- A valid government issued photo identification card or driver license.

### **Admission Requirements for our Microblading program.**

- A Microblader is very similar to a Licensed tattoo artists and so it requires no formal education. Tattoo artists use creative and artistic skills to apply a design onto a client's skin. Requirements vary from state to state, but a tattoo artist may need state or local licensure or certification, including an apprenticeship and/or background check..

- A valid government issued photo identification card or driver license.

If you are at least 18, an immigrant to the United States and have completed high school or its equivalent in your country of origin, you must provide the following documents to the school:

- A copy of your secondary school education credential as well as an English translated copy which clearly identifies the date of completion of secondary education that is equivalent to a U.S. high school diploma. The translation must be completed by a qualified certified translator fluent both in the language in which the document is written and in English or a bona fide, third party document evaluation service. If the out-of-country education certificate is translated by a bona fide, third-party document evaluation service, the translation must be on that company's letterhead.

- A valid government issued photo identification card or driver license.



Must get certified in Bloodborne Pathogens and Exposure Control. (BBP100) Before you are able to take our Microblading course.

**If you have been homeschooled and the state in which you were homeschooled treats home schools as a home or private school**, you must provide the following documents to the school:

- A valid home school high school diploma.
- **EITHER** a copy of the state issued secondary school completion credential (if your state issues this certificate), **OR** a copy of the Private State School Affidavit issued by the state for the school from which the diploma was granted.
- A valid government issued photo identification card or driver license.

\* Note: A copy of a student's Social Security Card is not required to be maintained in the student file. However, it will be necessary for the student to present their Social Security Card at the time of enrollment.

Neihulé Academy of Beauty does not admit students on the basis of challenge examinations or achievement tests.

Neihulé Academy does not accept transfer program credit for any prior experiential learning programs, which might include externships, internships, work experience or apprenticeship programs.

## Retention and Disclosure of Education Records / FERPA

### Retention of Records

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

There is a charge of \$25.00 for each requested transcript. Parents (legal guardians) or eligible students may obtain additional copies of documents for a fee of \$4.00 per copy.

Student school records are safeguarded and maintained in fireproof file cabinets. Student academic records are kept in files located in the Admissions' office.

### Disclosure of Records

Adult students and parents or guardians of dependent minor students have the right to inspect, review, and challenge information contained in their educational records or that of their dependent minor.

Education records are defined as files, materials and documents that contain information directly related to a student and that are maintained by the institution. Students are not entitled to inspect the financial records of their parents. A written consent is required before educational records may be disclosed to the parents or guardians of adult students or others with the exception of disclosure allowed by law, such as to accrediting commissions or governmental agencies. Access to files must be requested in writing, in letter form or on a form furnished by the institution.

### Students right to gain access to their files

Access will be allowed within a reasonable period after verification of the right to inspect and arrangements have been made for proper supervision and interpretation of the records by an employee of the institution.

### FERPA Policy

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents (legal guardians) certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Exceptions to the above rule are:

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. NACCAS staff, commissioners, and evaluators for NACCAS;
7. U. S. Department of Education;
8. Persons who need to know in cases of health and safety emergencies;
9. State and local authorities within a juvenile justice system, pursuant to specific state law;
10. Subpoenas by court order.

Parents (legal guardians) or eligible students have a right to inspect and review their records at any time during normal business hours. Records must be inspected in an administrative office and will not be taken to any other area of the school or be allowed to leave the school building. Parents (legal guardians) and eligible students have the right to request an amendment of their records and, if denied, may make a written request for a hearing.

## **Transfers**

Neihulé Academy will count transfer and accepted clock hours from another California institution towards the required hours of the same program at Neihulé Academy. Neihulé Academy will not count hours from one program at another California institution towards the required hours of a different program at Neihulé Academy.

Applicants with previous hours from another California cosmetology school, who wish to enroll at Neihulé Academy, must submit a written request during the admission process along with a Proof of Training and Record of Withdrawal from the previous California school. Prospective students with less than 700 hours in cosmetology and less than 150 hours in manicuring or 250 hours in esthetics will be considered for enrollment at Neihulé Academy.

If an applicant is transferring from another state or from another country, they must first contact California's Board of Barbering and Cosmetology (BBC) and apply for approval of their hours from their previous school. The documents required for this process can be found on the California BBC website ([www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)). The California BBC will then issue a letter indicating the credit it has approved for the hours taken at the previous school along with any other requirements.

**Failure to provide the required documentation of previous training in either circumstance prior to enrollment will result in not being able to apply those hours to your enrollment at Neihulé Academy of Beauty.**

The cost for cosmetology transfer students is \$12.50 per hour to attend Neihulé Academy of Beauty; this does not include the cost of a complete and current Neihulé Academy student kit. Neihulé Academy of Beauty does not charge a fee for assessment to transfer credits nor does Neihulé Academy of Beauty does not charge a fee to transfer credits.

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

The transferability of credits you earn at Neihulé Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in any Neihulé Academy 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 Academy is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

For this reason you should make certain that your attendance at this Academy will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Neihulé Academy to determine if your diploma will transfer.

The transferability of hours and courses completed at Neihulé Academy is likely to vary between California based Cosmetology schools and out-of-state schools. Neihulé Academy does not have an articulation agreement with any college or university.

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR ACADEMY.

"The transferability of credits you earn at Neihulé Academy of Beauty is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in our cosmetology program is also at the complete discretion of the institution to which you earn in \_\_\_\_\_ is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Neihulé Academy of Beauty to determine if your certificate will transfer.

Neihulé Academy of Beauty has not entered into an articulation or transfer agreement with any other college or university.

If you transfer to another cosmetology school they may accept most of your hours; however, if you transfer to a degree granting institution they will most likely not accept your hours earned towards an Associate's or Bachelor's Degree.

Neihulé Academy has not entered into an articulation or transfer agreement with any other college or university.

In extraordinary circumstances, the school may allow a student to transfer in more hours from a school if the student is enrolling from a school that has suddenly closed without notice. In these instances, the school will evaluate the prospective student and credit them with the number of hours related to their course knowledge.

### International Students

For enrollment of non-immigrant, foreign students. Information on foreign student application procedures is available through the Neihulé Academy Enrollment Office. Neihulé Academy will certify a foreign student's enrollment status on an accepted student visa application, but no other

visa or housing services are offered by Neihulé Academy. There is a processing fee of \$500 for these services. International students do not qualify to take the state-licensing exam unless they possess a valid Social Security Number. Neihule Academy of Beauty will not vouch for student status.

### Language Disclosure

Neihulé Academy of Beauty does not recruit ENGLISH AS A SECOND LANGUAGE AS THE SCHOOL DOES NOT OFFER INSTRUCTION IN ENGLISH AS A SECOND LANGUAGE. Students must have the ability to read and write English at a level of a graduate of an American high school as demonstrated by the possession of a standard high school diploma\*, high school transcripts\*\*, an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree or High School Equivalency diploma or official High School Equivalency diploma test scores.

If a student's primary language is not English the student may bring an interpreter, when signing the enrollment contract to obtain a clear understanding of the terms and conditions of the enrollment contract in the student's primary language.

### English as a Second Language (ESL)

Neihulé Academy does NOT offer English as a Second Language programs. Neihulé Academy curriculums are taught in English.

### English Proficiency

Neihulé Academy admits students with a high school diploma or its equivalent who, as such, are deemed to have the level of English proficiency necessary to have the ability to benefit from the programs taught in English.

#### APPLICANTS WITH NON-IMMIGRANT VISAS

Applicants with non-immigrant visas include those with work visas, students, visitors and foreign government officials. Non-immigrant visas include, but are not limited to, the F-1, F-2 or M-1 Student Visa, NATO Visa, B-1 or B-2 Visitors Visa, J-1 or J-2 Exchange Visitors Visa, H series or L series.

In addition to the above documents, non-immigrant applicants must provide

documentation to show that they are permitted to be enrolled in a post-secondary school in the United States.

### Experiential Learning

Neihulé Academy of Beauty does not give credit for prior experiential learning.

## **Financial Aid and Other Enrollment Information**

### Financial Aid Programs

Neihulé Academy is non accredited and does not qualify for Fed or State financial aid however, students may choose to seek financial assistance through other sources, such as third-party loans, community groups, and private organizations that offer scholarships and special awards.

### **Re-Enrollment**

Previously enrolled Neihulé Academy students who have not completed their program requirements may apply for re-enrollment by contacting the campus Director of Admissions 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.

Director of Admissions 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. The following procedure must be completed for re-enrollment.

1. Outstanding tuition, fee, and overtime expenses must be paid in advance or the student must make satisfactory arrangements with the admissions office.
2. Previous tuition payments will be credited to the student's balance
3. Because tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable
4. Students who are Student Tuition Recovery Fund (STRF) will be assessed a prorated STRF fee at \$0.00
5. Pay a \$100.00 reentry fee

The school does not deny readmission to any service member of the uniformed services for reasons relating to that service.

Readmission is reserved to the sole discretion of Neihulé Academy of Beauty and may require special conditions.

Readmission for a student requires a personal interview with the school administration. The reentering student will be placed on 30-day evaluation period. During the 30-day evaluation period the student must demonstrate for that period that they can meet the school's minimum attendance and academic requirements for Satisfactory Academic Progress. The student will then be evaluated for Satisfactory Academic Progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for that 30-day evaluation period may be terminated. Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left. If a reenrolling student has previously used all of their excused absences provided under their original contract, the student will not receive any additional time for excused absences under the new reenrollment contract. In addition, a student may be responsible for any previous overtime charges that had previously accrued, but not yet assessed.

## Student Financial Obligations Upon Withdrawal

Students withdrawing from Neihulé 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 Academy.

## Student Services

1. Student Advising: To help students achieve their fullest personal development and make the best use of all of Neihulé Academy's educational resources, we offer guidance and advice beginning with your first admissions interview. Faculty and administrative staff will continue to be available for guidance throughout your enrollment at Neihulé Academy and beyond.

Your success is our primary goal. Various situations outside of school, such as transportation, your job, or childcare, may arise that could jeopardize your ability to complete your studies. Faculty and staff want to know about these situations so they can help you stay on track toward your goals.

2. Career Services: From your first day in class, the services of our Career Services Department are available to assist students with their career development and entry-level job opportunities. Neihulé Academy Career Services personnel provide students with job placement assistance, in addition to in-school workshops on resume writing, interview skills and customer service skills.

Neihulé Academy does not guarantee employment to graduates.

3. Career Services Resources Include:

- Industry speakers.
- Workshops in resume writing, portfolio building, interview strategies, customer service skills and building a client base.
- Job Listings: Our Academy maintains job listings that Neihulé Academy staff updates weekly with available opportunities for Neihulé Academy graduates.
- Externship Program: Neihulé Academy Schools of Beauty participates in externship programs and follows guidelines as required by the California Board of Barbering and Cosmetology. Our externship program is designed to provide students with practical salon experience while they complete their program of study at Neihulé Academy. Externships are unpaid, but students receive clock hour credit toward graduation. Students may inquire on campus regarding the availability of the Externship Program and for assistance with the application.
- Access to Style Seat, an online portfolio and business builder for every active student.
- Access to Milady Online Licensing Exam Preparation.

## Job Placement

Although Neihulé Academy of Beauty does not guarantee employment upon graduation.

Neihulé Academy does offer the possibility of job placement at Neihulé Salons. Graduates will have to apply and go through an interviewing process with Neihulé, Inc. to be hired.

In addition, Neihulé Academy maintains a job placement program and will inform students of job openings and opportunities. Neihulé Academy of Beauty coordinates placement programs with local and national salons by inviting salon owners and guest artists to teach and speak at our Academy.

## Job Opportunities

The Cosmetology program: Is designed to fit or prepare students for employment in the beauty and wellness field which can include the following occupations and job title.



1. Occupation: Hairstylist/Colorist/Hair Dresser
2. Title- Hair stylist, colorist, hair dresser, hair cutter, beautician, hair designer
3. Occupation: Manicurist  
Job Title: Manicurist or Nail Technician
4. Occupation: Esthetician  
Job Title: Esthetician, Brow Artist, Skin Specialist, Wax Technician.
5. Occupation: Hairstylist, Manicurist, Esthetician, or Makeup Artist for Film, Fashion or TV  
Job Title: Freelance Hairstylist, Manicurist, Esthetician or Makeup Artist
6. Occupation: Makeup Artist  
Job Title: Makeup Artist, Beauty Advisor, Makeup Specialist
7. Occupation: Masseur. Job Title: Massage Therapist.
8. Occupation: Microblader.  
Job Title: Permanent Brow Artist, Microblader.

#### S.O.C Codes

##### 39-5012 Hairdressers, Hairstylists, and Cosmetologists

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

##### 39-5010 Barbers, Hairdressers, Hairstylists and Cosmetologists

This broad occupation includes the following two detailed occupations:

##### 39-5012 Hairdressers, Hairstylists, and Cosmetologists

The Esthetician program: is designed to fit or prepare students for employment in the beauty and wellness field which can include the following occupations and job title.

1. Occupation: Esthetician

Job Title: Esthetician, Brow Artist, Skin Specialist, Wax Technician, Electrolysis, Facialist

2. Occupation: Makeup Artist

Job Title: Makeup Artist, Makeup Specialist

3. Occupation: Esthetician or Makeup Artist for Film, Fashion or TV

Job Title: Freelance Esthetician or Makeup Artist

#### S.O.C Code:

##### 39-5094 Skincare Specialists

Provide skincare treatments to face and body to enhance an individual's appearance.

Includes

electrologists and laser hair removal specialists.  
Illustrative examples: Medical Esthetician, Facialist

The Manicuring program: Is designed to fit or prepare students for employment in the beauty and wellness field, which can include the following occupations and job title.

1. Occupation: Manicurist and Pedicurist

Job Title: Manicurist or Nail Technician, Fingernail sculptor, Pedicurists

2. Occupation: Manicurist for Film, Fashion or TV

Job Title: Freelance Manicurist, or Nail Technician

S.O.C. Code

39-5092 Manicurists and Pedicurists

Clean and shape customers' fingernails and toenails. May polish or decorate nails.

Illustrative examples: Nail Technician, Fingernail Sculptor

### **Education at Neihulé Academy:** **Important Academic Rules and Information** **Satisfactory Academic Progress Policy (SAP)**

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

1. Maintain a cumulative academic GPA of 'C' (76%) or better at the end of each evaluation period, per the grading scale below. Practical assessments and theory tests grades are combined to produce a combined GPA reflecting the qualitative element of the SAP policy.

Grade	Level
76-100%	Satisfactory
0-75%	Unsatisfactory

2. Maintain a cumulative average attendance level of at least two-thirds (70%) of the scheduled hours indicated on the student's enrollment contract at the end of each evaluation period reflecting the quantitative element of the SAP policy. This ensures that there will be completion of the student's program within 150% of the scheduled course length, which is the maximum time frame in which a

student must complete the course.

3. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making Satisfactory Academic Progress until the next evaluation period.

Evaluation Periods: Satisfactory Academic Progress will be assessed at the following benchmarks of actual attended hours:

Cosmetology 1600 Hours	Esthetician 600 Hours	Manicuring 400 Hours
450 Hours	300 Hours	200 Hours
900 Hours	600 Hours	400 Hours
Massage Therapy 550 Hours	Microblading Course 40 Hours	
250 Hours	20 Hours	
550 Hours	40 Hours	

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

Determination of Progress Status: Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students determined to not be maintaining Satisfactory Academic Progress may be placed on "probation" until Students receive a hard copy of their Satisfactory Progress Determination at the time of each of the evaluation periods.

Probation: Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making Satisfactory Academic Progress during the probationary period, If the student appeals the decision, AND prevails upon appeal.

Appeals can only be granted if:

1. The student has the ability to meet the Satisfactory Academic Progress Policy standards by the end of the next evaluation period

OR

2. The Academy has developed an academic plan for the student that, if followed, will ensure that the student is able to meet the Satisfactory Academic Progress standards by the end of the next evaluation period.

Interruptions, Course incompletes, Withdrawals: If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to school in the same progress status as prior to the Leave of Absence. Hours elapsed during a Leave of Absence will extend the student's contract period and maximum time frame by the same number of days taken in the Leave of Absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.

Course incompletes, Repetition and Noncredit Remedial Courses: Course incompletes, repetition and noncredit remedial courses do not apply to this Academy. Therefore, these items have no effect upon the Academy's Satisfactory Academic Progress standards.

Transfer Hours: With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed 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 Academy, therefore if a student withdraws from one clock hour program and enrolls in another clock hour program, SAP is based on the actual contracted hours of the specific program. There are no degree programs with declared majors at this Academy.

Licensing Requirements The California Board of Barbering and Cosmetology requires that any person desiring to conduct business, as a Cosmetologist, Esthetician or Manicurist must first complete the state required curriculum at an approved school and second pass the state-licensing exam. Neihulé Academy programs are designed with two goals in mind. First, to provide students with the state required educational curriculum necessary to qualify to take and pass the license exam and second, to prepare our graduates to obtain employment in entry level positions in the beauty and wellness industry.

## **Student Attendance**

When it comes to student success, attendance is the key. Regular attendance not only ensures that you graduate on time but also ensures that you acquire the knowledge and experience that you need to achieve your goals. Further, good attendance makes you eligible for special recognition and participation in extracurricular activities (e.g., The Academy Awards, MTV Awards, Emmy Awards, Espy Awards, Billboard music Awards and many more). Day and evening classes begin at specific, pre designated times based on your particular program. The Admissions Advisor or School Registrar will inform each student of their published class schedule. Our guidelines for student attendance are as follows:

1. Daily attendance is required for a good education. In the event that an absence is unavoidable, you are required to contact the academy prior to the scheduled class time unless you have made previous arrangements with your Instructor and Registrar. There is no such thing as an "excused absence".  
You will only receive credit for hours if you are present and actively participating in class and clinic activities.
2. Satisfactory Academic Progress requires a student to maintain a minimum of 90%

attendance. Students having difficulty attending class are encouraged to immediately discuss their attendance issues with their Instructor, Registrar and/or School Director. A student with unsatisfactory progress due to excessive absences at specified evaluation points will be placed on probation. Failure to maintain Satisfactory Academic Progress at the next evaluation point may result in enrollment termination. (Please refer to the Satisfactory Academic Progress policy in the Catalog.)

3. However, if you are too ill to take an active part in academy learning activities or cannot actively participate in all aspects of applied effort, we request that you not attend class until you are well.
4. Any student absent for fourteen (14) consecutive calendar days without a written and approved Leave of Absence will be terminated from their program.

## **Tardiness and Clock-In**

Tardiness disrupts the learning environment for everyone. It is your obligation as a student and a condition of your enrollment to exercise the habit of being "on-time" for class and appointments. Please be aware that class will begin whether you are there or not. If you clock-in 15 minutes after your scheduled start time, you will be marked as tardy. If you are tardy, your clock hours will be rounded to the nearest quarter hour. Forgetting or neglecting to clock-in on time is not an excuse and may result in disciplinary action. Tardy students may or may not be allowed into Technical Instruction at the discretion of the School Director. If you are going to be late, you need to contact the school staff. If the School Director allows it, when you arrive you must enter the class as quietly and discretely as possible so you do not disturb the Instructor or your fellow students. Sit in the back of the room and do not go to your station until the end of Technical Instruction or as directed by your Instructor.

### **WARNING, ACADEMIC PROBATION, TERMINATION STATUSES:**

Students who fail to meet requirements on any level will be given a written WARNING notice stating that they have one pay period to meet the requirements for satisfactory academic progress. During this timeframe the student will be considered as making satisfactory academic progress, and financial aid funds can be dispersed to eligible students. If the student does not make satisfactory academic progress at the end of the WARNING period, s/he may be placed on ACADEMIC PROBATION status for the next evaluation period only after the following conditions are met:

The student prevails upon appeal; and The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period;

Or The institution develops an academic plan for the student that, if followed will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

#### ACADEMIC APPEAL PROCEDURE:

Only if the institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period following a WARNING status, may the student submit an academic appeal. A student may appeal a determination of unsatisfactory progress by submitting a written appeal to the School Director. The decision of the Director shall be final. Special consideration will be made for mitigating circumstances (that is, illness, death in the family, etc.). The student must include in the appeal why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the end of the next evaluation. All appeals and results are kept in the student file. After a successful academic appeal, the student will be placed on ACADEMIC PROBATION for the following payment period.

Regaining satisfactory academic progress may require the student to do the following:

Theory - Turn in missing theory assignments (example outlines) and schedule to take missed or failed exams. If an assignment is missed, the instructor will assign an outline on subject.

Practical - Printed practical assignments will be issued to students. Evaluations are done by practical evaluations of each step and students oral answers to each step on printed assignments.

Attendance - Students must bring their attendance up to 87% of the required attendance prior to the next pay period. At the end of the warning period, the student's progress will be re-evaluated.

## **Standards for Student Achievement**

### Student Progress

Your progress towards achieving your career success is measured by your attitude, attendance, and your classroom academic and practical achievements. Your School Catalog has specific details about student grades and maintaining Satisfactory Academic Progress.

There are benefits to maintaining good student grades and Satisfactory Academic Progress.

A student becomes eligible in certain states to apply to take the state board-licensing exam when they have reached 60% completion of their program of study. This process is called pre-application, and it will accelerate the scheduling of the date of your state-licensing exam after your graduation from your program of study. Please see your School Registrar for additional details that may be applicable for your program of study.

When you get close to the 60% completion rate, make sure to see your School Registrar for assistance in completing the pre-application process.

## Academic Achievement

Academic Achievement includes your grades for Technical Instruction (written and practical theory tests and assignments) and Practical Training (working on the clinic floor). Our programs were developed to support different learning styles and incorporate lessons, demonstrations, media and activities to enhance the learning process. If you have any questions regarding daily lessons, please talk with your Instructor or School Director.

It is critical that you come to school prepared for your daily lessons and assignments.

Make sure you bring the books and equipment you need to perform your Technical Instruction and Practical Training assignments. Students who do not come prepared with the books and materials they need to fully participate in that day's lessons may be required to clock out until they return with the necessary books and equipment.

It is necessary to complete all the Technical Instruction and Practical Training components of the program in which you are enrolled. If your attendance affects completion of these requirements as scheduled, it will be necessary for you to make up the practical and technical operations missed in order to meet the state board minimum requirements. This may or may not cause you to attend additional instructional hours.

## **Background Checks**

1. 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 in order 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.

It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining the required state Board license or any local license. For more information, about these requirements, an individual should contact the appropriate agency as follows:

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](http://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 their technical skill level, but also to a large degree on their customer service/business skills. In order to be successful in their 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 Neihulé Academy Method, 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 the customer service tools and experiences necessary to build a loyal client base. Developing on-site customer service and business skills in the environment of the Neihulé Academy student clinic is part of what Neihulé Academy defines as student "Practical Training". 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 the job-critical skills learned at Neihulé Academy, including attendance, punctuality, professional image, and attitude, the ability to attract and retain clients, service productivity, and retail sales promotion.

### **STATE LICENSING DISCLAIMER**

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licensee of the business or profession in question, would be grounds for the Board of Barbering and Cosmetology

to deny licensure. The Board of Barbering and Cosmetology denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Neihulé Academy of Beauty is not responsible for students denied licensure.

## **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. Certain 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 Academy 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 harm 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 income one can earn in the beauty and wellness industry is directly related to the amount effort one applies to their career. Minimum efforts most likely will result in minimum earnings, while maximum efforts can lead to much higher levels of compensation. One's ability to earn income in the beauty and wellness industry is very dependent upon one's ability to communicate, present one self professionally, develop great people skills, and maintain a positive attitude. The Neihulé Academy curriculum is designed to teach students these skills to help them 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, earnings 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, Neihulé Academy does not make any express or implied claim about the salary or wages that you may earn after completing your designated educational program.

Wage and salary data for particular career occupations is available from the US Department Labor at its Bureau of Labor Statistics, which provides wage data by area and occupation at <http://www.bls.gov/bls/blswage.htm>

## **Grading System and Evaluations**

Regardless of which Neihulé Academy program you choose, your 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:

Grade	Level
76-100%	Satisfactory
0-75%	Unsatisfactory

Practical Training: 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:

Grade	Level
76-100%	Satisfactory
0-75%	Unsatisfactory

Attendance: Students must attend a minimum of 90% of their scheduled hours in order to maintain Satisfactory Academic Progress (SAP).

## **Graduation Requirements for all the programs we offer**

In order to graduate, each student must maintain a minimum grade of 76% in Theory tests and 76% in Practical Assessment evaluations, as well as completing the minimum technical hours and practical operations as mandated by the Board of Barbering and Cosmetology. Neihulé Academy students receive a diploma for their program of study once they have completed their program's required clock hours, practical operations and technical hours, and provided they have passed all Theory exams and Practical Training assessments with satisfactory grades or higher. Please refer to individual program listings for any program specific graduation requirements. All financial obligations with Neihulé Academy of Beauty must be met prior to the release of final documents.

## **Career Opportunities**

Students enrolled in our Cosmetology Program are preparing for an entry-level position as a hair designer, stylist, hair cutting or coloring specialist, manager or a future owner at a salon or spa. Our program prepares students for entry level styling positions in television, film or fashion and for beginning jobs as a beauty industry specialist or product representative.

Please refer to the Department of Labor website at <http://www.bls.gov/ooh/personal-care-and-service/barbers-hairdressers-and-cosmetologists.htm> for more information regarding the employability and availability of these occupations.

Students enrolled in our Skin Care Program "Esthetics" are preparing for an entry-level position as an esthetician, skin care specialist, manager or a future owner of a salon or spa. Additional career opportunities include beginning jobs as a product or sales representative, television, film or fashion makeup artist, beauty industry specialist, skincare platform artist, or esthetics training specialist.

Please refer to the Department of Labor website at <http://www.bls.gov/ooh/personal-care-and-service/skincare-specialists.htm> for more information regarding the employability and availability of these Students enrolled in our Manicuring Program are preparing for an entry-level position as a nail technician in a salon, spa or resort hotel as well as for the television, film or

fashion industries.

Manicuring program graduates are also prepared for beginning sales or education positions with beauty and wellness product companies.

Please refer to the Department of Labor website at <http://www.bls.gov/ooh/personal-care-and-service/manicurists-and-pedicurists.htm> for more information regarding the employability and availability of these occupations.

## **Programs of Study**

Neihulé Academy offers an exciting variety of programs in Cosmetology, Esthetics, and Manicuring program. Whatever path you select, Neihulé Academy has the program of study to help you realize your career goals. This section will help you decide which program is most suitable for you with important details including the subjects you will study and some of the career opportunities for which each program will prepare you.

Main Campus Address:  
305 East 8<sup>th</sup> Street  
Los Angeles, CA 90014

## **COSMETOLOGY COURSE OVERVIEW**

Course Hours: 1600 clock hours

The course is divided into 3 areas of learning; Theory Classroom Instruction, Salon Classroom and Salon Floor learning experiences!

1. Theory (Classroom) Instruction: The first 210 hours are devoted to classroom workshops where students learn foundational principles, technical information, and professional practices and sanitation.
2. Salon Classroom/Salon Floor Learning Experience: The remaining 1390 hours are spent in the salon classroom and the salon floor area where practical hands on experience is gained.

### **COSMETOLOGY COURSE OUTLINE**

Your time at Neihulé Academy of Beauty for the cosmetology program will be divided into five segments which include:

1. The Basics:

A 210-hour orientation, known as the “The Basics”, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Basics prior to attending regularly scheduled daily classes in cutting, coloring, permanent waving, and chemical texture services.

2. The Pupil Learning Experience:

Your experience as a Pupil produces a smooth transition from The Basic student to proficient student! You spend 70 hours as a Pupil preparing you for the salon classroom experience.

3. Salon Classroom Learning Experience:

Your salon classroom time from 280 to 800 hours this will be guided with individual attention and group learning experiences using periodic evaluations developed specifically for this monitoring your progress.

4. Classroom Learning Experience:

Your classroom time from 280 to 1600 hours is divided into six (6) areas: cutting, coloring, texture, makeup, skin, and nails. Each area has an instructor who conducts the different specialty classes each week; Classroom Learning Experiences may also include retail, motivation, self-improvement, professional development, and attendance education which may be conducted by an instructor, non-licensed staff member or guest artist.

5. The Salon Floor/Externship Experience:

You will spend your last 160 hours at Neihulé Academy in a real “salon environment” by, acting, and working like a true salon professional! You will be working on paying customers to prepare you for your future as cosmetologist!

During this time, you will also assist/shadow licensed stylists in a real salon environment! While shadowing/assisting you will learn how a real salon works! You will have also have the chance to learn different techniques and fields of specialty from licensed cosmetologist. This experience will prepare you to be “salon ready” upon graduation.

## **ESTHETICS- SKIN CARE COURSE OUTLINE**

Course Hours: 600 clock hours

The course is divided into 3 sections: Theory Classroom Instruction, Salon Classroom Learning Experience, and the Salon Floor/Externship Experience!

1. Theory Classroom Instruction: The first 190-hours are devoted to classroom workshops where students learn foundational principles, technical information, professional practices and disinfection and sanitation.
2. Salon Classroom Learning Experience: 350 -hours are spent in the salon classroom area where students will continue theory instruction practical experience is gained.
3. The Salon Floor/Externship Experience: You will spend your last 60 hours at Neihulé Academy in a real "salon environment" by, acting, and working like a true skin care professional. You will also be shadowing licensed estheticians as they work on clients and working (Unpaid) on paying customers under the direct supervision of a licensee to prepare you for your future as an esthetician! This will prepare you to be "salon ready" upon graduation!

## **MANICURING/NAIL CARE COURSE OUTLINE**

Course Hours: 400 clock hours

The course is divided into theory classroom instruction, salon classroom, and salon floor learning experiences!

1. Theory Classroom Instruction:  
The first 100 hours are devoted to classroom workshops, where students learn manicuring principles, technical information, professional practices and disinfection and sanitation.
2. Salon Classroom Learning Experience:  
260 hours are spent in the salon classroom area where students will continue theory instruction practical experience is gained.

3. The Salon Floor/Externship Experience:

You will spend your remaining 40 hours at Neihulé Academy in a real “salon environment” by, acting, and working like a true professional manicurist! You will also be shadowing licensed manicurists as they work on clients and working (Unpaid) on paying customers under the direct supervision of a licensee to prepare you for your future as a Manicurist! This will prepare you to be “salon ready” upon graduation!

## **State of California Licensing Program Requirements**

### Cosmetology Program

The curriculum for students enrolled in the Cosmetology program consists of 1 600 clock hours of Technical Instruction and Practical Training, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of cosmetology from techniques in hair, makeup, skin care and manicuring to business skills, and health and safety practices.

This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

	Theory Hours	Practical Application
1. Health and Safety - Units of Instruction 200 Hours		
Laws and Regulations	20	0
Health and Safety	45	0
Disinfection and Sanitation	20	0
Anatomy and Physiology	15	0
2. Hair Dressing - Units of instruction - 1 100 Hours		
Hairstyling	65	240
Permanent Waving/Chemical Straightening	40	105
Hair Coloring and Bleaching	60	50
Hair Cutting	20	80
3. Esthetics - Units of instruction - 200 Hours		
Manual, Electric and Chemical Facials	25	40
Eyebrow Beautification and Makeup	25	30
4. Manicuring and Pedicuring - Units of instruction - 100 Hours		
Manicuring and Pedicuring	10	25
Artificial Nails and Wraps	25	120

5. Milady Theory- 160 Hours	160	0
-----------------------------	-----	---

#### 6. Career Development: Taught Throughout the Program

This section includes professional ethics, decorum, and effective communication, and human relations, salesmanship, compensation package and payroll deductions, record keeping,

client service records, licensing requirements and regulations.

Fundamentals of beauty and wellness business management are taught throughout the program.

#### 7. Neihulé Method: Taught Throughout the Program

Advanced techniques in haircutting, hairstyling, hair coloring, texturizing, esthetics, manicuring, pedicuring, makeup, and guest service.

#### Specific Program Graduation Requirements:

In addition to meeting the basic Neihulé Academy graduation requirements, students are required to successfully complete the 1600 clock hours of cosmetology training described above.

The instructional program of Neihulé Academy of Beauty meets or exceeds these requirements above. Exceeds means that during the course of your training you may complete more services than what is listed, however no additional hours, over the 1600 are required by the Board of Barbering and Cosmetology (BBC)

### Esthetician Program

The curriculum for students enrolled in the Esthetician program consists of 600 clock hours of Practical Training and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of esthetics from skin care treatments and techniques, makeup, and hair removal to business skills, and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Subject	Theory Hours	Practical Application
1. Health and Safety - Units of Instruction 200 Hours		

Laws and Regulations	10	0
Health and Safety	40	0
Disinfection and Sanitation	10	0
Anatomy and Physiology	15	0

2. Facials - Units of Instruction 350 Hours		
Manual, Electrical and Chemical Facials	70	140
Preparation	15	0

3. Hair Removal and Makeup - Units of Instruction 50 Hours		
Eyebrow Beautification	25	50
Makeup	20	40

4. Career Development- Taught Throughout the Program		
This section includes professional ethics, decorum, effective Communication and human relations, salesmanship, compensation package and payroll deductions, record keeping, client service records and licensing requirements and regulations. Fundamentals of beauty and wellness business management are taught throughout the program.		

5. Neihulé Method- Taught Throughout the Program		
Advanced techniques in esthetics, makeup and guest service.		

Specific Program Graduation Requirements:		
In addition to meeting the basic Neihulé Academy graduation requirements, students are required successfully complete 600 clock hours of esthetics training as described above.		

The instructional program of Neihulé Academy of Beauty meets or exceeds these requirements above. Exceeds means that during the course of your training you may complete more services then what is listed, however no additional hours, over the 600 are required by the Board of Barbering and Cosmetology (BBC).

<u>Manicuring Program</u>		
The curriculum for students enrolled in the Manicuring program consists of 400 clock hours of Practical Operations and Technical Instruction in the art and science of spa manicuring, which will include at a minimum the state mandated subject hours listed in the chart below. The program provides the student with the knowledge and skills needed for an entry-level spa manicurist/nail technician position in the beauty and wellness industry. Students will learn the State Board requirements for disinfection, sanitation and safety, as well as basic manicures, pedicures, acrylics, gels, wraps and application of nail tips. In addition, students will learn spa consultation for nail services with an emphasis on creating a "customized spa experience".		



This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Subject	Theory Hours	Practical Application
<p>1. Nail Care - Units of Instruction 300 Hours 180</p> <p>Manicure &amp; pedicures-includes water and oil manicures with hand and arm massage, application of artificial nails including liquid, gel Nails and powder brush-ons, nail tips, nail wraps and repairs and nail analysis; pedicure includes foot and ankle massage.</p>	60	60 -
<p>2. Health &amp; Safety - Units of Instruction 100 Hours</p> <p>Laws &amp; Regulations-includes Barbering and Cosmetology Act &amp; the BBC Rules &amp; Regulations</p>	10	0
<p>Health &amp; Safety Considerations- 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.</p>	25	0
<p>Disinfection and Sanitation- includes 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.</p>	20	10
<p>Bacteriology, Anatomy &amp; Physiology-</p>	10	0

Includes bacteriology, anatomy, physiology and nail analysis and conditions.

### 3. Communication Skills & Career Development: Taught Throughout the Program

Includes professional ethics, decorum, effective communication and Human relations, salesmanship, compensation package and payroll deductions, record keeping, client service records, licensing requirements and regulations, basic tax responsibilities related to independent contractors, booth renters, employees and employers, and spa industry business practices with emphasis on service techniques and utilization of organic and environmentally sustainable products.

#### Specific Program Graduation Requirements:

In addition to meeting the basic Neihulé Academy graduation requirements, students are required to successfully complete 400 clock hours of manicuring training as described above.

The instructional program of Neihulé Academy of Beauty meets or exceeds these requirements above. Exceeds means that during the course of your training you may complete more services than what is listed, however no additional hours, over the 400 are required by the Board of Barbering and Cosmetology (BBC).

## Massage Therapy Program

The curriculum for students enrolled in the Massage therapy program consists of 550 clock hours of Practical Operations and Technical Instruction in the art and science of massage therapy, which will include at a minimum the state mandated subject hours listed in the chart below. The program provides the student with the knowledge and skills needed for an entry-level massuse/massage therapist position in the beauty and wellness industry. Topics covered in this course are medical terminology; anatomical position and planes; geographical terms and terms of position and movement; location of major organs, body cavities, and quadrants; and introduction to tissue types.

#### Subject

1. OR 101 Orientation	4.5 Training Hours
-----------------------	--------------------

Students are provided with policies and procedures regarding enrollment, clinical lab hours, marketing and community service.

A101 MEDICAL TERMS	6.75 training hours
--------------------	---------------------

Topics covered in this course are medical terminology; anatomical position and planes;

geographical terms and terms of position and movement; location of major organs, body cavities, and quadrants; and introduction to tissue types.

#### A102 BONES

23.00 training hours

In this class, you will learn the anatomical structure and cellular components of bone tissue, as well as the different types of joints in the body. You will learn how to identify and palpate bony landmarks, which is necessary to locate the muscles you will be treating within massage therapy.

Prerequisite: A101

#### A103 STRUCTURAL KINESIOLOGY

The "meat" of the anatomy curriculum! The musculature of the body will be taught in this class, including origin and insertion sites of each muscle, fiber direction, action, involved joint, innervation, and associated muscles. This course is a fascinating journey into the movement of the human body and contains foundational knowledge for massage therapy. Prerequisite: A101 & A102

This course covers cellular structure and function; tissue types and repair; lymphatic, immune and other body systems; cardiovascular anatomy and circulation. This is important background information since massage therapy affects these systems and functions of the human body.

#### T105 PRACTICE BUILDING

31.75 training hours

This class is designed to provide a business introduction and foundation to compliment your massage therapy knowledge and skills. Information will also be presented on setting up your own massage business such as fees, scheduling and office protocol. You will have the opportunity to develop your own business plan, which is not only motivating but a lot of fun as well.

#### T106 SOAP NOTES

6.75 training hours

In this class, you will be taught the very important and necessary skill of writing progress notes to document your massage treatments and chart your clients' progress.

#### TC101 SWEDISH MASSAGE THERAPY

78.00 training hours

In this course, we will cover the basic principles and techniques of Swedish massage, which is the foundation for the rest of the technique curriculum. At the end of this course, you will know how to give a relaxing, full-body Swedish massage.

#### TC102 JOINT MOVEMENTS/INTEGRATIVE TECHNIQUES

88.00 training hours

Here you will learn how to improve a client's joint range of motion by using shaking, stretching, and isometric techniques, an invaluable tool in a massage therapy protocol. We will add various subtle techniques to your growing list of treatment techniques. These will include strain-counterstrain, pro-gravity, and neuro tap & stroke. Other techniques will be covered including deep transverse friction, which is a deep cross-fiber technique; muscle energy techniques; and cryotherapy, which is the use of cold application to treat injuries. This class will also introduce and prepare the student as to the state and national licensing examinations.

The instructional program of Neihul  Academy of Beauty meets or exceeds these requirements above. Exceeds means that during the course of your training you may complete more services than what is listed, however no additional hours, over the 400 are required by the Board of Barbering and Cosmetology (BBC).

A102

A104 FUNCTIONAL ANATOMY

13.50 training hours

This course covers cellular structure and function; tissue types and repair; lymphatic, immune and other body systems; cardiovascular anatomy and circulation. This is important background information since massage therapy affects these systems and functions of the human body.

A105 NEUROMUSCULAR PHYSIOLOGY

18.00 training hours

This course explores the relationship between the nervous system and the muscular system. You will be taught the anatomy and basic physiology of the nervous system; the structure, functions, and physiology of muscle tissue; the pathways and locations of important peripheral nerves; and the reflexes and pain theories that relate to massage therapy.

A107 PATHOLOGY

13.50 training hours

You will learn to identify causes, signs and symptoms, and suggested massage treatment plans for various diseases and pathologies within the body systems. Most importantly, you will be able to identify any cautions regarding these diseases and pathologies in order to develop a safe and effective treatment plan.

T102 FOUNDATIONS OF MASSAGE THERAPY

15.75 training hours

Here we will look at the history of massage in general, and define therapeutic massage and its scope of practice. The very important topics of therapeutic presence and ethics in practice are covered in depth.

T103 SELF CARE

9.00 training hours

This is an important area for the student massage therapist to explore. Topics include stretching and exercise, Swiss exercise balls, nutrition, massage tools and relaxation techniques for the therapist's self care.

T104 CLINICAL APPLICATIONS I

6.75 training hours

In this class, you will learn the effects of massage on the various body systems and the effects of specific massage techniques. You will be introduced to the Basic Routine protocol for massage treatment and ways to incorporate different types of care into your practice. You will learn how to take a thorough health history in order to determine advisability and course of treatment.

T105 PRACTICE BUILDING

31.75 training hours

This class is designed to provide a business introduction and foundation to compliment your massage therapy knowledge and skills. Information will also be presented on setting up your own massage business such as fees, scheduling and office protocol. You will have the opportunity to develop your own business plan, which is not only motivating but a lot of fun as well.

#### T106 SOAP NOTES

6.75 training hours

In this class, you will be taught the very important and necessary skill of writing progress notes to document your massage treatments and chart your clients' progress.

#### TC101 SWEDISH MASSAGE THERAPY

78.00 training hours

In this course, we will cover the basic principles and techniques of Swedish massage, which is the foundation for the rest of the technique curriculum. At the end of this course, you will know how to give a relaxing, full-body Swedish massage.

#### TC102 JOINT MOVEMENTS/INTEGRATIVE TECHNIQUES

88.00 training hours

Here you will learn how to improve a client's joint range of motion by using shaking, stretching, and isometric techniques, an invaluable tool in a massage therapy protocol. We will add various subtle techniques to your growing list of treatment techniques. These will include strain-counterstrain, pro-gravity, and neuro tap & stroke. Other techniques will be covered including deep transverse friction, which is a deep cross-fiber technique; muscle energy techniques; and cryotherapy, which is the use of cold application to treat injuries. This class will also introduce and prepare the student as to the state and national licensing examinations.

#### SP101 SPORTS MASSAGE THERAPY

24.00 training hours

Sports massage is a practical, specific application of Swedish massage. In this course, you will get hands-on experience at sports and marketing events.

#### COM101 COMMUNICABLE DISEASES

4.00 training hours

This course covers common communicable diseases, learning to identify symptoms and precautions in order to treat. You will learn the 5 biological laws of disease, body's defense, disease development, prevention and sanitation.

#### APPLIED TRAINING

##### STUDENT CLINIC

90.00 training hours

Students must fulfill 54 student clinic appointments over 18 weeks. Clinical work begins approximately the 18th week of the program.

The students work directly with the public in our supervised student clinic. Students will evaluate and treat clients, document patient records and develop professional protocol while in student clinic under the supervision of a Student Clinic Supervisor.

#### RELATED ELECTIVES

(60.00 training hours)

These elective courses are intended as an introduction to a variety of different modalities and occupational specialties. Courses are held on Saturdays from 8:30 A.M.-5:30 P.M.. Students must

earn 56 elective hours prior to graduation. Some of the various subject matters covered may include:

Sports Massage (Required)  
Hydrotherapy/Skin Diseases/HIV (Required)  
Palpation Skills and Endangerments  
Spa Massage Treatment (Additional \$15 supply fee)  
Marketing/Bookkeeping  
Related Bodywork Therapies  
Nutrition/Skin Diseases/AIDS  
Aromatherapy  
Interpersonal Communications and Psychological Aspects of Massage Therapy  
Russian Massage/Integrative Swedish/Chair Massage  
Foot Reflexology  
Myofascial Release Technique  
Acupressure  
Body Mobilization Technique  
Thai Chi/Herbal Healing/Yoga/Pilates  
Canine Massage  
Pregnancy and Infant Massage  
CPR/First Aid (All students are required to obtain proficiency in Adult CPR/First Aid. Students must obtain a CPR/First Aid card which continues to be valid for 90 days after graduation.)

#### CLINICAL LAB HOURS

(Training hours included in Technique course hours)

As part of the training program, students are required to complete a portion of their requirements in lab. This prepares the student for private practice of massage therapy by structuring a diversity of practice sessions and professional contact with the public. The clinical lab hours requirements consists of:

10 seated massages  
36 full body massages  
3 preceptor evaluation massages  
10 sport event massages  
16 marketing event massages  
Record keeping on each massage

#### Summary of Hours

Orientation	4.50
-------------	------

Anatomy and Physiology	131.50
Massage Theory	70.00
Massage Technique	166.00
Sports Massage	24.00
Electives	60.00
Student Clinic	90.00
Communicable Diseases	4.00
Total Diploma Hours	550.00

## The Microblading Program

BECOME AN EXPERT IN MICROBLADING AND MICRO-shading IN 5 Days.

This Five-day Semi-Permanent Makeup Training workshop at Neihule Academy of Beauty will teach you the fundamentals of Mico-blading and Micro-shading.

Neihule Academy prides itself in providing quality education with the latest and most relevant fundamentals of Microblading Information and Techniques to give our students the best possible education.

Our Instructor Tara Parsi is an excellent Instructor and Microblading Artist. Tara and her team will be available to students post graduation. Neihule Academy also provides support to all graduates for 60 days post graduation. Students can use the academy for models and clients.

New students learn all that's needed to start a career in the profitable industry of Microblading. Gain hands-on practice with 3 live models and practice skin. You'll learn guidelines for sanitization, effective anesthetic techniques, intricacies of eyebrow shaping and coloring, color theory and pigment usage, and color mixing.

### **Curriculum**

Your hands-on training will include:

What is Microblading

Skin Physiology

Skin Types

Contraindications

Pre-Care/After Care

The Healing Process

How to assemble and disassemble your permanent cosmetics machine

Proper needle selection

How to numb the areas for your client's comfort

Proper color selection

Rules & Regulations from the California's Department of State Health Services

Hands On Practice on 3 live models



## **Rules and Regulations**

In this section, we outline important rules and regulations relating to a student's enrollment at Neihulé Academy. Please refer to your Student Handbook beginning at of this catalog for a complete list of our rules and regulations.

Neihulé Academy reserves the right to modify these rules and regulations and those in its Student Handbook at any time.

All students must comply with Neihulé Academy's rules and regulations as a condition of their enrollment. Failure to comply with these Academy 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 the Academy.

Students who are terminated for failure to comply with Neihulé Academy rules and regulations may appeal their termination. Students in this situation must submit a written appeal to the Chief Academic Officer stating the reasons why the decision to terminate should be reversed and requesting a re-evaluation of their status.

## **Leave of Absence Policies**

Occasionally, students may experience extended personal or medical problems, which make it difficult for them to attend their classes. The Academy may allow a student experiencing such circumstances to take a Leave of Absence (LOA) from their program. All LOAs must be pre-approved by the Chief Academic Officer, and students must submit their requests to the Chief Academic Officer in writing. The written request for an LOA must include the starting and ending date of the LOA. A student is eligible for one leave of absence during their term of enrollment at Neihulé Academy. In the event of extenuating circumstances, the Chief Academic Officer has the discretion to grant an additional LOA. The minimum length of an LOA is 14 days, and an LOA will not be granted during a student's Level 1 status. A Level 1 status is defined as the first 20% of the hours in a student's program of study. Any approved LOA will be granted in accordance with the Federal guidelines for Leaves of Absence, which state that an LOA will not exceed 180 days in a twelve-month period. An LOA will not be granted to an active student who exceeded or surpassed the 100% point of scheduled hours of their program. Students will not be assessed additional tuition charges while on their LOA. The student enrollment contract will be extended for the same number of days taken in the LOA. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the same SAP status they held prior to their LOA. Students returning from an LOA must coordinate their return with the Chief Academic Officer.

Students who fail to return from an LOA on their scheduled return date will be terminated and will be considered dismissed as of the last day of attendance prior to the start of their LOA.

## **Access to and Information in Student Files/ School Records**

Neihulé Academy complies with the Family Education Rights and Privacy Act of 1974. This act protects the privacy of education and establishes a student's and/or parent/guardian of a dependent minor's right to inspect and review their educational record, under the supervision of an instructor and/or a member of the administration. Students, or their parent/guardian if the student is a dependent minor, may have access to their own files by contacting the School administration for an appointment with the Chief Academic Officer. The Academy may require advance notice of up to 48 hours and an appointment for review of these files. Students, or their parent/guardian if the student is a dependent minor, may not remove these records from the Academy.

## **LIBRARY REFERENCE MATERIALS**

Milady's Standard Cosmetology 13<sup>th</sup> Edition Theory Workbook / Milady's Standard

Cosmetology 13<sup>th</sup> Edition Exam Review / Milady's Standard Cosmetology 13<sup>th</sup> Edition Textbook

7<sup>th</sup> Edition Milady Standard Nail Technology Theory Workbook / 7<sup>th</sup> Edition Milady Standard Nail Technology Exam Review / 7<sup>th</sup> Edition Milady Standard Nail Technology Textbook

12 Edition Milady Standard Fundamental Esthetics Theory Workbook / 12 Edition Milady Standard Fundamental Esthetics Exam Review / 12 Edition Milady Standard Fundamental Esthetics Textbook

6<sup>th</sup> Edition Theory and Practice of Therapeutic Massage Theory Workbook / 6<sup>th</sup> Edition Theory and Practice of Therapeutic Massage Exam Review / 6<sup>th</sup> Edition Theory and Practice of Therapeutic Massage Textbook

Microbalding Professional Training Manual by Christa McDearmon

Students can access and check out the library materials at any time through a teacher or administration office.

#### STUDENT'S RIGHT TO CANCEL - INSTITUTIONAL REFUND/DROP POLICY

1) Any monies due the student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- a) A student is not accepted by the school This student shall be entitled to a refund of all monies paid to the school except a non-refundable application fee.
- b) A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, through attendance of the first day of class or the seventh (7) calendar day of signing the enrollment contract, whichever is later. In this case all monies collected by the school shall be refunded except a non-refundable application fee This policy applies regardless of whether or not the student has actually started training.
- c) A student who cancels his/her contract through attendance of the first day of class or the seventh (7) calendar day of signing the enrollment contract whichever is later. A student is entitled to a refund of all monies paid to the school less the non-refundable application fee of \$100.00.
- d) A student notices the institution of his/her official withdrawal in writing
- e) A student is expelled by the institution

- f) For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on written notification at the following address: Neihule Academy of Beauty 309 East 8<sup>th</sup> St, LA CA 90014, or by the date said information is delivered to the school administrator/owner in person. Written cancellations need not take any particular form.
  - g) Monies paid for student kits are nonrefundable
  - h) A student on a leave of absence date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that the student will not be returning.
- 2) You have the right to cancel your enrollment contract and obtain a refund of charges paid through attendance of the first day of class or the seventh (7) calendar day of signing the enrollment contract, whichever is later. **YOU MUST CANCEL IN WRITING**. Students do not have the right to cancel by telephoning the school or by not coming to class.
- 3) Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.
- 4) When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
- 5) All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment contract.
- 6) Monies paid for supplies and equipment are nonrefundable through attendance of the first day of class or the seventh (7) calendar day of signing the enrollment contract, whichever is later.
- 7) If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- 8) If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- 9) A student's account may be sent to collections for nonpayment.

10) If the school closes permanently and no longer offers instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student .

11) A student is entitled to a refund of moneys not paid from federal student aid program funds.

Note: Students are responsible for the amount owed if a student obtains a student loan, he/she is responsible for repaying the loan amount, plus interest, less the amount of any refund. The institution shall also provide a pro rata refund of nonfederal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance

An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965

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

- 1) The federal or state government or 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.
- 2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the load is repaid.

Step 1: Identify all amounts paid for instruction less cost of equipment

Step 2: Subtract Registration/Application fee not to exceed \$150.00 The school does not charge a registration fee the student is only charged an application fee of \$100.00

Step 3: Apply a pro rata refund based on the percentage of scheduled hours completed in the program

Below is an example of a pro rata refund for the Cosmetology Program: The amount listed is the amount a school may retain based on the percentage of scheduled hours completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
\$19,500 00	\$1,950 00	\$4,875 00	\$9,750 00	\$11,700 00	\$19,500 00

Below is an example of a pro rata refund for the Skin Care Program: The amount listed is the amount a school may retain based on the percentage of scheduled hours completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
----------------	-----	-----	-----	-----	----------

\$10,000.00	\$1,000.00	\$2,500.00	\$5,000.00	\$6,000.00	\$10,000.00
-------------	------------	------------	------------	------------	-------------

Below is an example of a pro rata refund for the Nail Care Program: The amount listed is the amount a school may retain based on the percentage of scheduled hours completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
\$4,500.00	\$450.00	\$1,125.00	\$2,250.00	\$2,700.00	\$4,500.00

Below is an example of a pro rata refund for the Massage Therapy Program: The amount listed is the amount a school may retain based on the percentage of scheduled hours completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
\$4,200.00	\$420.00	\$1,050.00	\$2,100.00	\$2,520.00	\$4,200.00

Below is an example of a pro rata refund for the Microblading Program: The amount listed is the amount a school may retain based on the percentage of scheduled hours completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
\$2,000.00	\$200.00	\$500.00	\$1,000.00	\$1,200.00	\$2,000.00

Neihul  Academy of Beauty does not have a pending petition in bankruptcy, has never led for bankruptcy petition within the preceding five (5) years, nor operated as a debtor in possession or had a petition of bankruptcy led against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the first day of class, or the seventh (7) calendar day after enrollment, whichever is later, the school will remit a refund less a registration fee, if applicable, within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment.

IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the school or failing to attend classes.

If you have any complaints, questions, or problems regarding the enrollment agreement that have not been satisfactorily answered by Neihule Academy of Beauty, write or call the:

Bureau for Private Postsecondary Education: website: [www.bppe.ca.gov](http://www.bppe.ca.gov) Address:  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or by  
calling toll-free (888)370-7589 or (916) 431-6959 or by fax (916) 263-1894.

A student or any member of the public may file a complaint about the 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](http://www.bppe.ca.gov).

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

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school.

Questions regarding the STRF may be directed to the

Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589

To be eligible for STRF, you must be a California resident or 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 allocation of the institution with in 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. 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
5. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution
6. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, let 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 led a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law

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

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

Neihulé Academy of Beauty collects the non-refundable STRF fee of \$0.00 from cosmetology students, \$0.00 for barbering students, \$0.00 for skin care students, and \$0.00 for nail care students and remits it to the BPPE. It is a student's obligation to the student Tuition Recovery Fund Fee.



## **Sexual Harassment, Assault and Violence Policy Grievance Procedure**

### **Equal Educational Opportunity**

Neihul  Academy is committed to providing an educational climate that is conducive to the personal and professional development of each individual. Students should be aware that discrimination and/or other harassment within the Neihul  community based on the age, color, ethnic background, disability, family status, gender, national origin, race, religion, sex, sexual orientation, or veteran status is unacceptable. To fulfill its educational mission, Neihul  Academy designates the Director of Compliance "Academy Director" as its designated representative to coordinate its Equal Employment Opportunity/Affirmative Action efforts.

Students who feel that they have been harassed or discriminated against or who feel that Neihul  Academy has not adequately fulfilled its obligations under the provisions of the ADA should follow the Grievance Procedures stated below. For grievances other than those related to harassment and discrimination policy, please follow the procedure outlined in this Student Handbook for student complaints under Notice of Student Rights.

### **Sexual Harassment and Sexual Violence**

Neihul  Academy will provide an educational, employment and business environment free of sexual harassment. Sexual harassment and acts of sexual violence are forms of sex or gender discrimination and are not tolerated by Neihul  Academy. Any student who feels that he or she is the victim of sexual harassment including sexual violence has the right to seek redress of the grievance. Neihul  Academy provides procedures for reviewing and resolving such complaints through this Grievance Procedure.

Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

### **Definition**

Sexual harassment is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

1. The advances, requests or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment.

2. Submission to such advances, requests or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement.
3. Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions. Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. Further, alleged sexual violence against another may also constitute a crime resulting in an additional, independent law enforcement investigation falling outside of this Grievance Policy.

### **Filing a Complaint**

In order to ensure availability of witnesses and fresh memories of the alleged discriminatory event, all grievances covered by these procedures must be filed within 45 days of the date of the alleged discriminatory conduct. Neihulé Academy may extend this time frame when a delay is due to circumstances beyond the student's control, e.g., illness or incapacity. Any student or group of students alleging that an act of sexual harassment or violence has taken place has the right to seek redress of the grievance.

While informal resolution of the conflict is always open to the aggrieved party, an attempt at informal resolution is not a prerequisite to filing a formal grievance. If the complainant requests confidentiality or asks that the complaint not be pursued, Neihulé Academy will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue investigation. If a complainant insists that her or his name or other identifiable information not be disclosed to the alleged perpetrator, Neihulé Academy officials will inform the complainant that its ability to respond may be limited.

As an initial matter, all grievances shall be reviewed to determine whether they are submitted within a timely manner and/or whether they contain all required information. Neihulé Academy shall not review a grievance that is untimely or fails to contain all required information, including a clear statement of all grounds for the grievance.

### **Record of Complaint**

All proceedings and records concerning sexual harassment complaints shall be confidential to the extent permitted by law. Memoranda describing any formal reprimand or disciplinary action that the student receives for violating Neihulé Academy's sexual harassment policy will be placed in the student's permanent academic file. No student will be subjected to retaliation by members of the student community as a result of filing a good-faith grievance for sexual harassment.

### **Grievance Procedure**

Any student who has a grievance concerning the interpretation, application or claimed violation of her or his rights as a Neihulé Academy student or feels she or he has been discriminated against or harassed on the basis of age, color, disability, family status, gender, national origin, race, religion, veteran status, sex or sexual orientation, including sexual harassment and violence, has the

opportunity to seek resolution of such grievance. Any student alleging that an act of harassment or discrimination has occurred or that her or his rights as a Neihulé Academy student have been violated has the right to seek redress of her or his grievance. This may take place informally, through the mediation of designated officials of Neihulé Academy, or formally, through an established grievance procedure.

### **Informal Resolution**

A student who feels she or he is a victim of harassment or discrimination or that her or his rights as a student have been violated pursuant to this Policy may attempt to resolve the matter informally by bringing a complaint to the Executive Director of Compliance "Academy Director" Upon receipt of a complaint, the Academy Director has the following responsibilities:

1. Inform the complainant of her or his formal recourse, should that be necessary (see Formal Resolution described below).
2. Inform the complainant that informal mediation will not be used to resolve sexual violence complaints.
3. Inform the complainant of their right to file a separate criminal complaint for allegations relating to sexual violence.
4. Undertake, with permission of the complainant, to resolve the conflict informally by informing the individual alleged to have caused the grievance that the complaint has been filed; seek to find out the facts; and, if both parties desire it, arrange a meeting to try to resolve the differences. All individuals who are involved in an investigation as the accused, accuser or witness have a duty to keep all information confidential to the extent permitted by law. Persons who violate the confidentiality rights of other individuals may be subject to disciplinary action. At all times during this procedure, the Academy Director must keep all information completely confidential, and the name of the complainant should not be revealed to the individual alleged to have caused the grievance except with the complainant's permission. In addition, written records, if taken, shall be submitted to the Academy Director. In the event that an attempt at informal resolution of the problem is unsuccessful, or if the complainant deems that informal resolution is undesirable, the Academy Director will stop the informal resolution process and assist the complainant in filing of a formal complaint.

### **Formal Resolution**

In the event that a student wishes to lodge a formal complaint against another student or employee of Neihulé Academy the student will address the complaint to:

1. The Director of Compliance, "Academy Director" if the individual alleged to have caused the grievance is another student.
2. The Academy Director" in the case of discrimination or harassment, if the individual alleged to have caused the grievance is a faculty or non-faculty employee. A formal complaint will be made in writing by the complainant, addressed to the above-mentioned Neihulé Academy officials, stating in detail the nature of the complaint, any relevant dates, and the names of any potential witnesses.

In a situation deemed to be an emergency by the Director of Compliance "Academy Director", the individual alleged to have caused the grievance or complaint may be temporarily transferred pending the outcome of the case.

The officials receiving the complaint will initiate an investigation within two weeks to determine whether there is a reasonable basis for taking action. The Neihulé Academy officials need not wait for the conclusion of a criminal investigation or criminal proceeding to begin their own investigation and, if needed, may take immediate steps to protect the student in the educational setting. At a minimum, this investigation will consist of interviewing the complainant, the individual alleged to have caused the grievance, and any witnesses to the conflict. Within 30 days, the responsible Neihulé Academy official, as appropriate, must file a written report with the Academy Director for one of three actions:

1. Conclude the complaint is without merit and that no further action is warranted.
2. Attempt to bring about a negotiated resolution.
3. Recommend to the Academy Director to conduct a formal grievance hearing to evaluate possible action against the individual alleged to have caused the grievance. Either party, the complainant or the individual alleged to have caused the grievance, may request in writing within 5 days after notification by Neihulé Academy, a formal hearing if dissatisfied with the conclusion.

### **Hearing**

A Grievance Committee composed of two senior level management personnel appointed by the CEO of Neihule Academy will be convened to hear the Executive Director of Compliance's "Academy Director" recommendations and testimony from the complainant, the individual alleged to have caused the grievance and any relevant witnesses from both parties and any other relevant evidence. Both the complainant and the alleged perpetrator will be afforded similar and timely access to any information that will be used at the hearing. No party may have their lawyer present at any stage of the proceedings before the Grievance Committee. The Committee will decide whether:

1. The complaint is without merit and that no further action is warranted.
2. Some remedial action is necessary.
3. Determine the scope and timing of any proposed disciplinary action against the alleged student or employee. The determination of the merits of the complaint by the Grievance Committee will be final.

### **Penalties**

In the case of any formal proceedings against either a student accused of violating this Policy or an employee brought before a Grievance Committee proceeding, the penalties shall be as proposed by the Grievance Committee and approved by the President.

### **Complaint Record and Notice of Outcome**

All proceedings and records will be confidential to the extent permitted by law. However, both

parties will be notified, in writing, concurrently about the outcome of the complaint by the Grievance Committee. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided upon request to the next of kin of the alleged victim. Memoranda describing a reprimand will be placed into the files of any student or employee in the event disciplinary action is taken against one of the parties. No student will be subjected to any retaliation or involuntary reassignment as a result of filing a good-faith grievance for harassment and discrimination. At the request of the individual alleged to have caused the grievance, a memorandum recognizing a finding of non-harassment or nondiscrimination will be placed into the file of the student or employee.

Bureau for Private Postsecondary Education Information

Any question you may have regarding this catalog that have not been satisfactorily answered by this institution may be directed to the bureau for Private Postsecondary Education at:

BPPE

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

P.O.Box 980818, West Sacramento, CA 95798-0818

Tel: 1888.370.7589 Tel: 916.431.6959 Fax: 916.263.1897

[www.bppe.ca.gov](http://www.bppe.ca.gov)

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Tel: 1888.370.7589 or by completing a complaint form, which can be obtained on the bureau's internet Website [www.bppe.ca.gov](http://www.bppe.ca.gov)



