



*Lawrence & Company*  
College of Cosmetology



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(559) 584-1192

[Lawrenceandco.net](http://Lawrenceandco.net)

2021 catalog

01/01/2021 – 12/31/2021

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**All prospective students receive a copy of the catalog prior to enrollment.**

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## APPROVAL DISCLOSURE STATEMENT

Lawrence & Company College of Cosmetology was granted institutional approval from the Bureau for Private Postsecondary Education 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834 or PO BOX 980818, West Sacramento, CA 95798-0818 Phone No. (916) 574-8900 Toll Free No. (888) 370-7589 Fax. No. (916) 263-1897, pursuant to California Education Code Section 94915.

This institution is a private institution 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 currently approved course and curriculum are:

Cosmetology:	1600 Clock hours (D.O.T. #332.271-010, CIP #12.0499)
Manicuring:	400 Clock hours (D.O.T. #331.674-010, CIP #12.04099)
Teacher Training:	600 Clock Hours (D.O.T. #075,127-010 CIP #12.9999)

All instruction is provided on campus. California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

The following are state boards, bureaus, departments or agencies which set minimum standards for our program of studies in accordance with Education Code Section 94315.12.

### CALIFORNIA STATE BOARD OF BARBERING AND COSMETOLOGY

P.O. Box 944226 Sacramento, CA 94244-2260  
800-952-5210

This Institution is accredited by:

**National Accrediting Commission of Career Arts and Sciences (NACCAS)**  
3015 Colvin Street  
Alexandria, V A 22314  
Phone # (703) 600-7600

\*Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the **Bureau for Private Postsecondary Education at:**

1747 N. Market Blvd. Suite 225, Sacramento Ca 95834  
Phone 1-888-370-7589 or by fax (916) 263-1897

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

- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov)
- All information and contents of this school catalog is current and correct and it is certified on this date of December 2020 by: Anthony Marciano, Owner

This institution is recognized as an eligible institution to participate in Federal Financial Aid Programs by:  
**The United States Department of Education (ED), 400 Maryland Ave., SW, Washington DC, 20202**

This institution does not participate in state financial aid programs.

# A MESSAGE FROM THE PRESIDENT

Dear Student,

Welcome to **Lawrence & Company College of Cosmetology**, and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the Cosmetology Industry.

At **Lawrence & Company College of Cosmetology**, we offer you the training to pass the State Board of Cosmetology Licensing Examination. Our training includes a mock-board examination that will help assure your success at the State Board Exam. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success.

It is a pleasure to have you join us at **Lawrence & Company College of Cosmetology**. Our goal is to help you discover your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signed an enrollment agreement.

Mr. Anthony Marciano  
President/CEO

## Updating Policy

The catalog is updated in at the beginning of every year or when updates or changes occur throughout the year. **LAWRENCE & COMPANY COLLEGE OF COSMETOLOGY RESERVES THE RIGHT TO CHANGE THESE POLICIES AND PROCEDURES AT ANY TIME WITHOUT NOTICE BY POSTING SUCH CHANGES ON THE COLLEGE BULLETIN BOARD.**

## MISSION STATEMENT

The mission of Lawrence & Company College of Cosmetology is to provide each student a diverse education in cosmetology, manicuring and teacher training by providing a supportive environment that promotes self-discipline, inspiration, empowerment and excellence in learning. Our teams' primary goal is to assist students in developing skills to successfully pass their licensure exam and excel in the beauty industry.

## History and Ownership

- Lawrence & Company College of Cosmetology is a California corporation. The institution was established in July of 1994. Anthony Marciano, President.
- Lawrence & Company College of Cosmetology has no pending petition in bankruptcy, is operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.)

## EDUCATIONAL GOALS AND OBJECTIVES

Our prime vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry.

The resultant educational program, the teaching and training at **Lawrence & Company College of Cosmetology** represents the spectrum of cosmetology knowledge and experience. **Lawrence & Company College of Cosmetology** presents a challenging teaching and learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exiting career fields...the beauty industry.

The successful student should be able to function effectively in one of the many specialty areas such as: **Hair Stylist, Hair Colorist, Manicurist, Make-up Artist** or as a **Beauty Salon Operator**.

Normal progression should move him or her to positions such as **Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, Supervisor Director, or School Owner**.

The quality of **Lawrence & Company College of Cosmetology** faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all cosmetology, manicuring and teacher training.

Students gain skill and confidence from training on quality equipment in comfortable surroundings. The strict observance of high professional standards enhances their future opportunities for higher paying vocational employment. The constant utilization helps develop skills to their fullest capacities. Lawrence & Company College of Cosmetology welcomes all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

### **FACILITY, EQUIPMENT**

Lawrence & Company College of Cosmetology a spacious 4560 square foot air conditioned single story air-conditioned, well ventilated facility with a well equipped classroom and clinic areas to benefit our staff and students. The College atmosphere provides an ideal environment for learning the profession of Cosmetology/Manicuring and its related fields. School simulates salon conditions with modern cosmetology equipment and tools to simulate a salon environment to better help our students through actual hands on experience. The facility accommodates 85 students any given time. Classrooms for theory and demonstration are separate from the main clinic. Audio-visual equipment is used to enhance daily lectures. Demonstrations are periodically given by industry leaders and guest speakers. A library is provided to help students research the newest techniques, as well as techniques of the past. The library is available to all students at all times. A student lounge is provided for students for breaks and lunch. The spacious clinic floor has 50 salon type stations. Equipment includes dryers, shampoo bowls, work stations, manicuring stations and facial bed. Additionally, we provide students training on manning a desk operation where they acquire valuable training such as: Customer greeting, phone and appointment management. There are several administrative offices and teachers' offices.

### **ADMINISTRATIVE BUSINESS HOURS**

**CAREER PLANNING OFFICE:** Applicants may secure information on Tues. - Sat. From 8:00 a.m. - 4:30 p.m.

**FINANCIAL AID:** Applicants or students may secure Financial Aid information Tues. through Fri. between 8:00 a.m. and 4:30 p.m. Contact Financial Aid Office for an Appointment.

**JOB PLACEMENT ASSISTANCE:** Tuesday through Friday between 8:00 a.m. and 4:30 p.m. All placement assistance is done by appointment only. Lawrence & Company College of Cosmetology administrative offices can be reached at 559-584-1192.

### **SCHOOL POLICY ON THE HANDICAPPED**

Lawrence & Company College of Cosmetology complies with the provisions of Section 504 of the Rehabilitation Act of 1973, and does not deny admission of a qualified handicapped person by reason of their handicap. Lawrence & Company College of Cosmetology admits those handicapped individuals whose handicaps would not create a safety hazard to themselves or other students, and would not interfere with their ability to benefit from the training offered through their classroom performance capabilities and have reasonable placement potential following graduation from this academy.

### **STATEMENT OF NON-DISCRIMINATION**

***Lawrence & Company of Cosmetology*** does not discriminate on the basis of gender, ethnic origin, race, color, religion, sex, handicap, financial status, age, area of origin or residence in its admissions, graduation, instruction, nor any other rights and privileges.

## **SCHOOL POLICY ON SEXUAL HARASSMENT**

As defined by the Fair Employment and Housing Commission regulations, sexual harassment is any unwanted sexual advances, or visual, verbal or physical conduct of sexual nature. This definition includes many forms of offensive behavior including, but not limited to:

- a. Unwanted sexual advances
- b. Offering benefits in exchange for sexual favors
- c. Visual conduct: Making sexual gestures, leering, display of sexually suggestive objects, pictures, posters, or cartoons.
- d. Verbal conduct: Making and/or using derogatory comments, slurs or jokes
- e. Verbal sexual advances or propositions
- f. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual, suggestive or obscene letters,
  - a. notes or invitations
- g. Physical conduct: Touching, assault, impeding or blocking movement

## **FRESHMAN CLASS ENROLLMENT**

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations and student practice. See Curriculums. Hours required to successful completion the freshman portion of each training class is as follows:

### **COSMETOLOGY – 210 hours - Freshman Level**

Classes for theory and application are conducted daily for six weeks. The freshman class teaches you from the very beginning and introduces the basis for those areas that you will need to know to pass the State Board Examinations. From this initial production, you will learn all fundamentals that are the basics for your future and career. Students are shown the skills and the intricacies are explained; then the student practices and is evaluated. In order to progress to the next level, the student must: complete a minimum of 210 hours, pass all performance evaluations and take the 200 hour exit exam.

### **MANICURING – 50**

A minimum of 50 hours are developed to basics and fundamentals of manicuring. Students are shown the skills and the intricacies are explained; then the student practices and they are evaluated in order to advance to the next level.

**TEACHER TRAINING** – Does not require a freshman class period.

Lawrence & Company College of Cosmetology, considers the freshman portion of the training the foundation for all cosmetology training and as such, but it also is the means to evaluate a student's performance prior to engaging them directly with customers and/or clients.

## **SCHOLARSHIPS**

Our college does not award any institutional scholarships.

## **ADMISSION POLICY**

- All Instruction is given in English; we do not offer multi-lingual instruction. Enrollees are admitted as regular students under one of the following criteria for all courses: Teacher training applicants must have a High School Diploma or its equivalent in addition to a valid Cosmetology License.
- An applicant must be at least 18 years old. 17 years of age is acceptable, if the student has a high school diploma or the equivalent.
- Have a valid government issued I.D. Card. (Driver's License, any state, State issued Identification card: Military Identification; United States Passport.
- An applicant must have a high school diploma or the equivalent (GED).
- Official high school transcript showing graduation date.
- Upon admittance, students must attend a mandatory orientation set forth by the administrative staff.
- Applicants who immigrated to the United States and cannot provide a actual copy of a high school diploma or its equivalent will have to obtain a GED.
- Foreign diplomas and transcripts are accepted by the institution. They must be equivalent to a US high school diploma and be translated into English by a certified translator and evaluated by a credential evaluation service. Please note: it is the responsibility of the student to have the foreign diploma or transcript translated and evaluated prior to enrollment.
- At this institution we do not admit ability to benefit students. (An ability to benefit student is a student who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at in institution.)

- Applicant must pay the non-refundable application fee.

Lawrence & Company College of Cosmetology does not recruit students already attending or admitted to another school offering a similar program of study.

**TRANSFER POLICY**

Appropriate credit may be granted for prior training of hours at the discretion of the College and verification by college officials of its validity of any transcripts submitted according to the California Bureau of Barbering and Cosmetology Rules and Regulations. Students transferring from another school of Cosmetology must furnish a valid Proof of Training document from a licensed California Cosmetology school and our College may elect not to accept all or any of the previous hours of training and operations. Lawrence & Company College of Cosmetology has not entered into an articulation or transfer agreement with any other college or university. All out of state applicants must furnish the California Bureau of Barbering and Cosmetology Rules and Regulations letter of credit hours from the California Board of Barbering/Cosmetology.

Lawrence & Company College of Cosmetology does not award credits for prior experiential learning.

**RE-ENTRY POLICY**

All students who withdraw may re-enter into the program without the loss of credit of state board hours, and provided it is within 6 years from the date of their withdrawal, which is an institutional policy. All records of students are stored for six (6) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserved the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment. Transcripts are kept indefinitely by the college.

**HOLIDAY OBSERVANCE:**

New Year's Day - January 1st, July 4th, Thanksgiving Break: November 26th – November 28th, Holiday Break: December 24th – 31st. A special holiday may be declared for special or emergency reasons. Holidays of all religious beliefs are respected and allowed. In the event of an unexpected closure due to unusual circumstances each staff member will be responsible for notifying a specified number of the students as to the date of the re-opening or the location of the school where they will be placed. A special holiday may be declared for emergencies or special reasons.

**NEW CLASS SCHEDULE - All classes are Tuesday – Saturday (8:30 am - 4:00 pm)**

<b><u>Orientation Dates</u></b>		<b><u>Start Dates</u></b>	
01/14/2021	@ 9:00 AM	01/19/2021	@ 8:30 AM
02/25/2021	@ 9:00 AM	03/02/2021	@ 8:30 AM
04/22/2021	@ 9:00 AM	04/27/2021	@ 8:30 AM
06/03/2021	@ 9:00 AM	06/08/2021	@ 8:30 AM
07/22/2021	@ 9:00 AM	07/27/2021	@ 8:30 AM
09/02/2021	@ 9:00 AM	09/07/2021	@ 8:30 AM
10/28/2021	@ 9:00 AM	11/02/2021	@ 8:30 AM

\* Lawrence & Company College of Cosmetology reserves the right to change the date of a class

**ORIENTATION**

Orientation at the college is mandatory and you cannot start school until you have attended. Orientation is approximately 3.5 hours and is held prior to the commencement of a new class start date. You must attend orientation on the above dates, unless otherwise arranged with the college. All students, transfers, and re-enrollment students are required to attend orientation and receive a catalog. Re-enroll students must attend if they have been gone from school for longer than 1 year.

This informational class will set the tone for a pleasant educational experience. It will make you aware of your responsibilities by understanding the procedures and policies of the college, sanitation aspects, rules and regulations, student expectations, time cards, using the time clock and parking on campus, and the expectations of the teaching staff. It will acquaint you with the instructional program, course goals, personnel and student services. It will



also be the time that you will receive a list of items necessary for your first days and weeks of your class. Any papers, documentation, payments or verification that you need to complete for the office should be done before attending the orientation session. **Note: A student is not enrolled until an enrollment agreement is completed and signed. As a perspective student you are encouraged to review this Catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet. Which must be provided to you prior to signing an enrollment agreement.**

## **HOUSING INFORMATION**

- Lawrence & Company College of Cosmetology has no dormitory facilities under its control.
- There is a range of housing available in our area ranging between \$800-\$1500 per month.
- Lawrence & Company College of Cosmetology has NO responsibility to find or assist a student in finding housing.

## **STUDENT SERVICES**

Upon request, the following services are available to all students of Lawrence & Company College of Cosmetology.

- Job Assistance Information
- Child Care Facilities Information
- Transportation
- Local Health Department information
- Library service

## **COURSE OF STUDY**

### **COSMETOLOGY COURSE (1600 CLOCK HOURS):**

The course of study for students enrolled in a cosmetology course shall consist of sixteen hundred clock hours of technical instructional and practical operations covering all practices constituting they are of cosmetology. (Please see page 32)

**Educational Goals:** The cosmetology course goal is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist. (D.O.T. #332271-010, CIP #120403) Manicuring (D.O.T. #331.674-010 CIP#12.04099) Teacher Training (D.O.T. #075, 127-010, CIP#12.9999).

### **MANICURING COURSE (400 CLOCK HOURS):**

The course of study for students enrolled in a manicuring course shall consist of four hundred clock hours of technical instructional and practical operations covering all practices constituting they are of manicuring. (Please see page 38)

**Educational Goals:** The manicuring course goal is designed to prepare students for the state licensing examination and for profitable employment as a Manicurist. (D.O.T. #332271-010, CIP #120403) Manicuring (D.O.T. #331.674-010 CIP#12.04099) Instructor Trainee (D.O.T. #075, 127-010, CIP#12.9999).

### **TEACHER TRAINING COURSE (600 CLOCK HOURS):**

The course of study for students enrolled in an instructor course shall consist of six hundred clock hours of technical instructional and practical operations covering all practices constituting they are of an instructor. (Please see page 41)

**Educational Goals:** The instructor course goal is designed to prepare students for the state licensing examination and for profitable employment as an Instructor. (D.O.T. #332271-010, CIP #120403) Manicuring (D.O.T. #331.674-010 CIP#12.04099) Instructor Trainee (D.O.T. #075, 127-010, CIP#12.9999).

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

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

## **EVALUATION PERIODS:**

Student are evaluated for Satisfactory Academic Progress as follows:

<b>PROGRAM NAME</b>	<b>1<sup>ST</sup> SAP EVALUATION</b>	<b>2<sup>ND</sup> SAP EVALUATION</b>	<b>3<sup>RD</sup> SAP EVALUATION</b>	<b>4<sup>TH</sup> SAP EVALUATION</b>
COSMETOLOGY	450 (scheduled hrs)	900 (scheduled hrs)	1250 (scheduled hrs)	1600 (scheduled hrs)
MANICURING	200 (scheduled hrs)	400 (scheduled hrs)	N/A	N/A
TEACHER TRAINING	300 (scheduled hrs)	600 (scheduled hrs)	N/A	N/A

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

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

## **ATTENDANCE PROGRESS EVALUATIONS:**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course, which indicates that, given the same attendance rate, the student will graduate within the maximum timeframe allowed.

**MAXIMUM TIME:** The maximum time frame (which does not exceed 150% of the course length) allowed to complete each course at satisfactory academic progress is stated below:

<b>COURSE</b>	<b>CLOCK HOURS</b>	<b>LENGTH</b>	<b>MAXIMUM TIME FRAME ALLOWED</b>
COSMETOLOGY	1600	46 WEEKS (35 HRS A WEEK)	2400 (SCHEDULED HOURS)
MANICURING	400	12 WEEKS (35 HRS A WEEK)	900 (SCHEDULED HOURS)
TEACHER TRAINING	600	18 WEEKS (35 HRS A WEEK)	600 (SCHEDULED HOURS)

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled contracted hours. If any student enrolled fails to complete the program within the maximum time frame they will lose their eligibility for Title IV programs, if applicable, but they will be able to complete the program on a cash pay basis. Whether a student pays out of pocket or receives Title IV Financial aid all hours attempted and completes are considered part of the Satisfactory Academic Progress calculation.

**ATTENDANCE:** All students must maintain at least a 67% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

**ACADEMIC PROGRESS: ACADEMIC PROGRESS:** Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a grade average of 75%. Numeric grades are considered according to the following grading scale:

<b>Grade</b>	<b>Letter</b>	<b>Description</b>
100% - 92%	A	Excellent
91% - 83%	B	Good
82% - 75%	C	Satisfactory
74% - 70%	D	Unsatisfactory
69% and below	F	Failing

Students must maintain a cumulative academic grade average (minimum of 75% in theory and practical /clinic work) in order to be considered making satisfactory progress.

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Progress determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **PROGRESS REPORTS**

Students are regularly advised of their academic and attendance status via a progress report. Progress Reports reflect the overall attendance and the academic progress of each student.

### **WARNING**

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

### **PROBATION**

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

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

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

### **APPEAL PROCEDURE**

If a student determined to not be making satisfactory progress, the student may appeal the determination within 10 calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation, that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student with 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **NONCREDIT AND REMEDIAL COURSES**

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

### **INTERRUPTIONS, COURSE INCOMPLETENESS, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence 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 incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction.

### **TRANSFER HOURS**

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

### **LEAVE OF ABSENCE**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in academic attendance. Occasionally, students may experience extended unforeseen, emergency or medical events which may impede them from attending class. Lawrence & Company College of Cosmetology allows for these unique circumstances by allowing a Leave of Absence (LOA) from the program.

In order to be placed on Leave of Absence, the student **must**:

- Complete and sign the school's Leave of Absence Request Form **in advance**, unless unforeseen circumstances prevent the student from doing so.
- State the reason for the Leave of Absence (LOA) with supporting documentation by the student.
- be granted in cases of unforeseen circumstances, emergency or medical problems with doctor notification, which cause attendance to be impossible or impractical.
- Be approved by the Director and/or Financial Aid Advisor.
- Whether the circumstances are for unforeseen, emergency or medical events LOA's are granted for minimum of 14 days. In rare cases, such as a serious medical condition an LOA may be granted for up to 180 days providing there is a written request from the student's physician. (Please note, the LOA together with any additional leaves of absence must NOT exceed a total of 180 days in any 12- month period.) The twelve-month period referenced in these provisions starts on the first day of the first leave.

In special circumstances, the school may grant a leave of absence to a student in the case of an emergency, such as a car accident or other medical issue that would prevent the student from requesting the leave of absence prior to the incident occurring. In these cases, the school will document the reason for the decision and the school will collect the request from the student at a later date. The beginning date of the leave of absence will be based on the first date it has been determined that the student cannot come to class due to the accident or medical situation.

There will be no additional charges for a granted LOA and a student may not arbitrarily decide to "take" a leave of absence. Any student who takes an unapproved LOA or does not return by the expiration of an approved LOA will be withdrawn. The student's withdrawal date for the purposes of calculating a refund will be the student's last date of attendance.

**Please Note:** If a student fails to return from an approved leave of absence, a portion or all of the student's grace period associated with any federal student loans may be forfeited resulting in the obligation to immediately begin loan repayment. A student who is granted a LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time.

In order to grant a Leave of Absence there must be the expectation that the student will be returning to school.

Lawrence & Company College of Cosmetology recommends that unless there is a serious need, **do not** request a LOA. Students returning from authorized LOA's will retain all credit for clocked hours and projects completed prior to their departure. Additionally, students returning from authorized LOA's will also resume their academic progress status held prior to their LOA departure. A leave of absence extends the student's contract period and maximum time frame by the same number of days. Student will return to school from a Leave of Absence on the same status as when they left school. Changes to the contract period on your enrollment agreement must be initialed by all parties and/or an addendum to the enrollment agreement must be signed and dated by all parties.

### **ATTENDANCE**

For Satisfactory Progress the students must attend a minimum of 2/3 their scheduled time frame so they can complete within 150% of their contractual completion time. We do not distinguish between excused or unexcused absences.

Scheduled attendance is defined as the hours per week/month the student has agreed on his/her enrollment agreement. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $2/3 \times 30 = 20$ ). In order to complete the course in the 1.5 times enrollment scheduled program length, a minimum average of 67% attendance of the scheduled enrollment hours per week/month must be maintained.

### **ENGLISH AS A SECOND LANGUAGE (ESL)**

\*This institution does not offer English as a second language (ESL) course. All prospective students that are accepted for enrollment must be proficient in the English language at 10<sup>th</sup> grade level.

\*All Classes are taught in the English Language only.

\*This institution at this time does not accept students from other countries with a visa or voucher

### **EMPLOYMENT ASSISTANCE**

Employment assistance is provided to graduates and students at no additional charge. We assist students in placement as often as needed; however, the college does not guarantee employment or use the placement data as an incentive to entice prospective students to enroll. Our primary goal is to provide training which will prepare our graduates for employment upon licensing from the Board of Barbering and Cosmetology. When students take the State Board Examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance. The school places job positions on the bulletin board that can be accessed by all the students.

### **CAREER COUNSELING**

Students are advised individually by their teachers, and as often as necessary. Advising takes place as part of the satisfactory progress review and at issue of report card. A student may request an additional advising period at any time. Often the college is in a position to help a student with a personal or business problem and referrals to resources within the community are made. We will be happy to discuss any concerns you may have by appointment. Students are encouraged to come to us with problems or questions, which may affect their performance in college. Advice on course selection and vocational goals are provided to all students before enrolling in college, and at any subsequent time

### **PERSONAL ATTENTION**

Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. Particular attention is given to preparation for the California State Board Examination.

### **PROCEDURE FOR KEEPING ACCOUNT OF STUDENT HOURS AND PRACTICAL OPERATIONS**

Each student is registered in a biometrics time clock the first day of class. The student is responsible for clocking in and must clock in and out each day he/she is in attendance. If a student fails to clock in or out, he/she will not receive hours for that time. The clock is downloaded to the institution's computer to collect the data, which is processed daily. Time sheet totals are posted in the break room for student to check his/her attendance for the prior week. The practical and theory work that is completed by the student is collected on an individual work sheet for each student weekly. An instructor verified the information daily by either initials or stamp, and the information is posted to the student's records in the computer software. Lawrence & Company College of Cosmetology uses software designed to accumulate hours, operations, theory, test results and financials for each student. Students are entered into the software when they start school and all information regarding each student is posted to his/her account.

Worksheets are Lawrence & Company College of Cosmetology property and as such, must remain in the school at all times.

There is a zero tolerance in engaging in non-school activities, reviewing or focusing on materials, which are not directly related to a student's course, assignment or training. A student who engages in these activities will be required to immediately cease such activity and/or clock out for the remainder of his/her day. Continuous activities of such nature can result in termination and/or suspension. Example: use of cell phones for non-theory purposes, etc.

### **TIMECARD CREDIT**

The following is a guideline for the instructor to issue credits.

- Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit to his/her discretion.
- The portion of the timecard titled "Theory Hours Earned" reflects earned through class attendance and instructor has demonstrations.
- The portion of the timecard titled "Operations" reflects the hours a student has applied in performing the practical subjects.
- Some practical operations may take longer to perform according to the student's ability to acquire new skills
-

**Note:** The following timed allowances imposed by the California State Board of Cosmetology for each specific operation.

Shampoo/Set = 1 ½ hours (90 minutes)

Facial = 1 ½ to 2 hours (90 to 120 minutes)

Hair Cut = ½ to 1 hour (30 – 60 minutes)

Permanent Wave = 2 to 2 ½ hours (120 to 150 minutes)

Manicure = ½ hour (30 minutes)

Scalp Treatment = ½ to 1 hours (30 to 60 minutes)

The above guide is used by the California State Board of Cosmetology to evaluate the training and preparedness of each student. As such the State Board of Cosmetology does not expect a student to perform three permanent waves per day.

### **LAB/PRACTICAL PRODUCTIVITY GRADING CRITERIA:**

Upon entering the clinic floor, students are expected to complete a satisfactory amount of practice/studying on the floor doing research, watching tutorials, book work, tests, Maggie work, partner practice and client services.

Their weekly student worksheet accounts for their applied effort and is calculated at the end of the week to give them a productivity score. The score is factored into their overall G.P.A. along with practical exam scores and written exam scores.

Each completed session (theory or practice) is signed/verified by an Instructor. Students receive credit for any signed theory 1/4 hr or operation. The productivity score is calculated by Instructors. Every completed assignment is counted as 1 out of the 30 or 35 required assignments for the week based on student hours, Freshman 2/Sophomore hours (240-900) require 30 completed assignment for 100%, Junior/Senior hours (951-1600) require 35 completed assignments for 100%. The only exception to this are disinfection procedures (for every 2=1) and Artificial Nail Services (for every 4=1). If a student is absent, that day is not factored into the percentage for the week. Example: 25/30 = 83% productivity.

### **TEST/FINALS**

A test is given after each chapter in theory is completed. If you miss a test, it is your responsibility to make up the test promptly. If you make a test up within one week, you will receive that score in the grade book, if not then you will receive the zero until you make test up on your own time. If you receive zero on a test, it can drop your grade point average drastically and will have a negative impact on your overall grade average. If you do not turn in your workbook, assignments or homework completed on assigned day, you will be suspended for the day and must produce completed work the following day.

Final exams (450, 900, 1250 and 1600) must be passed within three attempts. If you have not passed your exam on the third attempt, you will be suspended for the remainder of the day to study and return to school the next day prepared to retake your exam.

### **PRIVACY AND FILE ACCESS POLICY (FERPA)**

In compliance with the Family Education Rights and Privacy Act (FERPA) of 1974 the school follows policies that:

- Guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records.
- Require written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law.
- Do not allow publication of "directory information" about students.
- Provide and permit access to student and other School records as required for any accreditation process initiated
- by the institution (or upon its grant of accreditation, by NACCAS or in response to a directive of NACCAS).

Student access to records must be arranged in advance and a staff member must be present while the records are being reviewed. Copies of documents with the file may be obtained at a cost of \$.50 cents per copy. Cumulative education records are maintained for six years after graduation or termination.

The school must make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the School owner as all material and records contained therein are the private property of the School.

Lawrence & Company College of Cosmetology is not permitted to release Progress Reports or other student records of adult students, 18 years of age or older, to parent, spouses, family members, co-borrowers, guarantors or any other third party without the written consent of the student for each occurrence. A student may not review income and asset information on parents in the file without written consent of the parents.

Anyone concerned about an adult student's performance should review the student's written Performance Reports with the student. Release of Student Records Consent Forms are available on request. The school will not release any student records unless the form is completed and signed by the student.

**STUDENT RECORDS POLICY**

It is the school's policy that all students that graduate or withdraw must request an official transcript with all their information regarding school documents. Lawrence & Company College of Cosmetology retains records of any students for 6 years at the institution. If you do not retain documentation at the time of withdraw you may request a copy by mail. There will be a \$10.00 fee for a copy of records. Lawrence & Company College of Cosmetology will permanently keep copies of transcripts and certificate.

**TEXTBOOKS, EQUIPMENT & SUPPLIES**

Each student will be issued a complete kit of equipment with carrying case by the time they complete freshman training. Kit 1 and books will be issued at the beginning of the second week of class. The kit contains the equipment necessary for satisfactory completion of the freshman phase. Upon completion of the freshman course, student's will be issued Kit 2. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for student's equipment, either lost or stolen.

Each student is responsible for their personal belongings and materials. A locker or storage unit is provided. All bottles and containers must be labeled to identify contents. Students may not borrow equipment from each other, and they are responsible for the return of school materials and equipment lent to them. Equipment/supplies borrowed from the school that are not returned, will be charged on their account. Backpacks and wheel packs are allowed, but they are not allowed on the client's clinic floor or the classroom floor and must fit into your locker. Any bags and lockers are subject to on the spot inspection along with the student tool kit. Personal kit

**ATTENDANCE SCHEDULE:**

DAY OF WEEK	THEORY	SALON CLINIC FLOOR
SUNDAY & MONDAY	CLOSED	CLOSED
TUESDAY - WEDNESDAY	8:30am - 10:30am	10:45am - 4:00pm
THURSDAY	8:30am - 9:30am	9:45am - 4:00pm
FRIDAY	NO THEORY	8:30am -4:00pm
SATURDAY	NO THEORY	8:30am -4:00pm

Your school hours vary with your schedule.

- It is your responsibility to arrive at school on time and remain in school according to your contracted schedule. If this is not the case, you must contact the school to report your tardiness or absence before you are scheduled to arrive.

**Time Clock Policy**

Each student is registered in a biometrics time clock the first day of class. The course you are enrolled in is considered a clock hour program. This means that credit is applied toward completing your program through the accumulation of clock hours. Lawrence & Company College of Cosmetology time clocks and fingerprint readers are the only instruments that we use to determine the number of clock hours you have completed. To keep an accurate account of your time, you must adhere to the following procedures or you will lose credit hours.

**Clocking in/out Procedures**

**You must clock in upon arrival to school.** You may clock in upon your arrival to school, before your scheduled clock in time, however your time will not start until your contracted start time. Example: If you are scheduled to begin at 8:30am and you clock in at any time between 8:00 am and 8:30 am, your time will begin at 8:30 am. When clocking out for your morning and afternoon 15-minute break, please use the manual time clock. **DO NOT USE THE FINGERPRINT TIMECLOCK FOR BREAKS.** When clocking out at the end of the day, time will be rounded to 4:00 unless working on a client and is verified by instructor.

Students are to clock out each time they leave school during the day. The only documentation accepted for student hours is the time clock system. Manual clocking is not permitted. If you need to leave the building and it is not your break/lunch, you must consult an instructor first.

### **Breaks/Lunch**

The schedule includes two 15-minute breaks, one in the morning and one in the afternoon, and a 30-minute mandatory lunch break past six hours of clocked time. Due to customer services, lunch and break times may vary. If you are with a client and you have not taken a lunch, please notify an instructor so they can get another student to take over so you can have your lunch break. Breaks do not carry over from one part of the day to the other. A student's ticket must be left at the front desk while clocked out and sign out at front desk. For all breaks and lunches, there is a 7-minute grace period. Example: If a student clocks out for lunch at 12:30 and clocks back in at 12:37, no time will be deducted. If the student clocks in at 12:38, your time will be rounded to the next quarter hour. Students who abuse this grace period are subject to disciplinary action.

### **Absent and Late to Class Policy**

Students **MUST** call the school at (559) 584-1192 by 9:00am to inform a staff member if they will be late or absent and provide their expected return date/time. Failure to report absence by 9:00am will result in suspension for one day. **Saturday is a mandatory day.** For additional information regarding Saturday's attendance policy refer to the signed Saturday memorandum. Cut off time for late students to arrive is 12:00pm and must have written documentation before they will be admitted to school. Students have a 7-minute grace period when clocking in during the morning. If a student is late (8:38am) on any given day, the student will not be allowed to clock in for the entire day, unless they can show documentation of reason. Students are allowed 140 (Cosmetology), 60 (Teacher Training) and 35 (Manicuring) absent hours for the duration of the 1600/600/400-hour program (there are no excused absences). Transfer students are subject to less time allowed. For each additional hour needed to complete the program, the student shall pay \$10.00 per hour. Excessive absences may result in dismissal from the program. Students suspended for non-compliance of school policies will be counted absent and will be held responsible for all overtime charges incurred by the absence.

### **Student Operating Records**

The California Board of Cosmetology requires each subject to be taught a specific number of hours. These hours are submitted to the Board to verify completion in the subject/performance for the course. It is the student's responsibility to maintain current operating records. Students are expected to complete their operating records according to the following guidelines:

1. Record theory and operations daily
2. Always use a pencil
3. Write clearly and legibly
4. Students must sign and turn in operating worksheet at the end of the week or as directed by staff
5. Students shall have operating worksheet signed/stamped by an instructor daily after each operation/theory assignment.
6. Students are to achieve applied effort daily by completing 6 operations (Cosmetology course 4 must be in hair). For the privilege of personal service, the student must have 4 approved State Board operations in hair completed and signed by an instructor.

### **Dress Code Policy**

Lawrence & Company College of Cosmetology has established a standard dress code for all students to maintain a professional atmosphere. Students not in stated dress code, poor grooming or lack of personal hygiene may be asked to leave school and return upon fulfilling proper school guidelines of uniform and hygiene, which will also result in a loss of hours.

**Professional Image:** All students must adhere to the following professional dress code while in attendance, unless otherwise approved by school the school:

- Students may wear black in any combination.
- **A minimal and professional black and white print on t-shirts is acceptable.**
- Clothing should be professional and clean.
- Shoes should be closed toe, black, professional, practical and comfortable. White Soles and small white shoe logo is acceptable.
- Hair should be styled prior to arriving at school.
- Any cosmetics should be applied prior to arriving at school.
- The following is a list of acceptable dress:
  - Solid black pants or solid black skirts below the knee.
  - Solid black shirts that cover the underarm, midriff and chest, no rhinestones, etc. Small colors stitching is acceptable.
  - Dresses must be solid black and below the knee.



- Sweaters or jackets worn on the clinic floor must be all black. Neutral colored fur trim is acceptable.
- Jeans or clothing made of jean material to be black in color.
- Printed T-shirts with the Lawrence & Company College of Cosmetology logo and supplied by the school are allowed.
- Stylish scarves (solid, professional pattern, no logo of any kind) and headbands that are under 2" in width.
- Solid black leggings should be worn with skirts or dresses that fall above the knee. Leggings must not be see-through.
- Socks must be solid **black or white**, if visible.
- No revealing tops (sheer tops must have lining).
- No shorts.
- No overalls.
- No caps or hats.
- Students may only wear denim jeans free of holes or rips combined with Lawrence & Company College of Cosmetology shirt on Saturdays.
- Students may be allowed free dress on certain, designated days. Clothing must be professional and business appropriate.
- Name tag – as provided by the school must be worn at all times.
- Aprons – as provided by the school must be worn at all times, students who forget their aprons may rent one.
- Students are to remain in dress code while clocked in (you may change for work, etc., with permission only.)
- Graduates returning to practice or attend State Board class must be in school uniform and follow all rules.
- Uniforms must be kept clean, neat and without alterations. Soiled, stained or wrinkled uniforms are not allowed.

**The school reserves the right to amend the dress code standard at any time deemed necessary by administration. If changes occur, students will be notified verbally, in writing through handouts and/or posted notices. Students are expected to arrive at school meeting dress code requirements and remain in dress code while in the building and while clocked in, unless otherwise approved by the director on free dress days.**

### **Telephone Calls & Cell Phones**

- No personal phone calls allowed.
- All personal phone calls need to be made during breaks and/or lunch. Office phones are not available for personal, non-emergency calls.
- Students may receive emergency calls (e.g., accident, sick child, etc.).
- During class and clinic time, cell phones need to be turned off or set to "silent" mode. Students may take a photo of client work with instructor permission only.

### **Equipment, Personal Items and Locker Policy:**

**Purpose of lockers:** Lawrence & Company College Of Cosmetology makes lockers available to students who facilitate the daily storage of their learning materials and items related to their studies. Lawrence & Company College Of Cosmetology manages lockers to ensure responsible use of property and for the health and safety of the individuals.

**Agreement of lockers:** Lawrence & Company College Of Cosmetology establishes rules, guidelines and procedures to ensure responsible use and to control the content of its lockers. By utilizing Lawrence & Company College Of Cosmetology lockers, students acknowledge and agree that locker use is a privilege and subject to immediate termination without notice and to such rules, guidelines and procedures established by Lawrence & Company College Of Cosmetology.

### **Guidelines**

- All lockers have a \$5 deposit that will be refunded when locker key is returned.
- Lockers will be issued to all students once they have exited the freshman class and are working on clinic floor. Lockers may not be traded or changed unless approved by the school's administration.
- Locker and station assignments are valid from the beginning of enrollment until the day of graduation or withdrawal. At that

time, all locker contents must be removed. Personal kit belongings must be removed from the school no later than 30 days from the student's last day of attendance. After that time, any lockers or stations that have not yet been vacated will be emptied and stored for 30 days, at which that time will become the property of the school. There will be no written notice given by the college to remove the student's belongings from a locker or station.

- All bottles and containers must be labeled to identify contents. Students are responsible for the return of school materials and equipment lent to them. Any equipment/supplies borrowed from the school and not returned will be charged on their Lawrence & Company College Of Cosmetology account.
- Lawrence & Company College Of Cosmetology and/or staff are not in any way responsible for lost or stolen kit or personal items. It is the student's responsibility to replace such items. To reduce the risk of theft, students are encouraged to keep their lockers locked at all times. Students should not store money, wallets, jewelry, credit or debit cards or any other personal item of high value.
- None of the following should be stored in locker or station: weapons of any kind, explosives, prohibited drugs, illegal or illicit items or substances or other items deemed by Lawrence & Company College Of Cosmetology to be harmful, offensive or inappropriate.
- Lawrence & Company College Of Cosmetology may in its sole discretion carry out or authorize search/inspections for any reason. The following is a partial list of examples of when Lawrence & Company College Of Cosmetology will exercise discretion without notice:
  - Unregistered locker
  - Physical damage to locker
  - Locker maintenance
  - Odors of any kind
  - Locker abandonment
  - Suspected contents that may be illegal, illicit or deemed by the school to be harmful, offensive or inappropriate.
  - At the request of or in cooperation with law enforcement authorities.
  - Risk to the general good of the school, student or student population.
- Students are expected to have books and equipment ready for class every day. Any bags and lockers are subject to on the spot inspection along with the student tool kit.

### **Parking**

Students are to park on the west or south side of the school only. Students are not allowed to park along the front of the building. Spaces in front of the school are for client parking only.

### **Smoking**

Lawrence & Company College of Cosmetology is a smoke-free campus; this includes vaping or any other form of tobacco. All smoking shall be done off school property.

### **Emergency Evacuation Plan**

- There are four main exits from the building; two in the rear, one in the front and one in the classroom.
- In case of emergency/fire, calmly leave the building through the closest exit.
- Fire extinguishers are located in the following areas throughout the school: In the front of the school by the hair dryers and on the wall between the student restrooms.

### **Student Code of Conduct**

No student shall consume or possess any alcoholic beverage on school premises or at lunch. Nor shall any student unlawfully manufacture, distribute, dispense, possess, or use a controlled substance on school premises or at lunch. If the presence of alcohol and/or drugs is suspected:

- The instructor or staff member may request the student to submit to a blood test and/or breath analysis at the student's expense, and the student must give written authorization to release test results to the program director
- The student may be dismissed from the facility. The student who is dismissed will be instructed to secure transportation home rather than operate a vehicle.
- Any student who has a positive test for alcohol or drugs in class or on the clinic floor may be dismissed from the program

### **Assault and Battery**

No student shall threaten or commit a physical or sexual attack on faculty, staff, clients, or another student. No student shall force or threaten another student, faculty, or staff member to have sexual contact against the person's will. Any student charged with sexual assault on or off school premises may be prosecuted criminally.

### **Unlawful Discrimination or Harassment**

No student shall engage in harassment of another student, instructor, or staff member of this school. This shall include harassment based on gender, race, age, disability, religion, national origin, or other basis permissible under the law. This includes verbal, physical, or other conduct. Persons violating this policy shall face student discipline and/or suspension or termination from the program.

### **Cheating**

No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism, or other forms of academic dishonesty such as acquisition without permission of tests or other material and/or distribution of these materials. Such behavior may result in the loss of grade, suspension or termination.

### **Theft/Vandalism**

No one shall engage in the theft of or damage to property belonging to another person or to the school. Such behavior shall result in the dismissal from the program.

### **Disruptive Behavior**

No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of themselves or another student or staff member. If misconduct in the classroom or clinic floor warrants an immediate suspension for the remainder of the class time, the instructor may do so without prior warning. If the student does not voluntarily leave the premises, law enforcement may be called to remove the student. Further action may be taken against the student.

### **Students Clocked Out**

Lawrence & Company College Of Cosmetology instructors and staff members reserve the right to clock students out for the following reasons:

1. Insubordination
2. Using profane or degrading language, gossip, or vulgar gestures
3. Unprofessional behavior towards a client, student, instructor, or staff member
4. Refusing client services
5. Refusing to perform sanitation duties
6. Possessing or using alcohol or illegal drugs
7. Improper attire
8. Lounging/sleeping in class
9. Any behavior that is disruptive or interferes with the learning process.

\*\*\*Students who are suspended at any time are not permitted on campus for the duration of suspension unless to speak with administrative staff.

### **Conduct and Discipline**

It is expected that all Lawrence & Company College Of Cosmetology students are enrolled for serious educational pursuits and that they will conduct themselves so as to preserve an appropriate atmosphere of positive learning. It is also expected that all students who enroll at Lawrence & Company College Of Cosmetology are willing to assume the responsibilities of citizenship within the student body. While enrolled, students are subject to school policies, rules and regulations that include the prerogative of dismissing those whose conduct is unfavorable to the aims of an institution of higher education.

## **Advising Procedures/Disciplinary Process**

When a student needs to be counseled for disciplinary problems, Lawrence & Company College Of Cosmetology implements the positive approach, known as a WIN/WIN AGREEMENT. This agreement entails the action in question, desired results, resources, guidelines, accountability and consequences (results of action, positive or negative). In conjunction with the WIN/WIN AGREEMENT, the following four step procedures are entailed.

**STEP I - Verbal warning**

**STEP II - Written warning**

**STEP III - Student is clocked out and sent home.** A student is ineligible to participate in competitions or advanced classes/workshops for thirty calendar days. Student is allowed to return to school the next day.

**STEP IV - Three-day suspensions.** A student is ineligible to participate in competitions or advanced classes/workshops for thirty calendar days.

**STEP V - Termination.** Student may be escorted out of facility by a staff member. In the event a student displays inappropriate or threatening behavior; law enforcement officers will be called to escort the student off the premises. A student may appeal with a letter. If appeal for continuation is granted, a student is permanently ineligible to participate in any competitions or any special salon workshops.

## **Termination Policy**

Students may be terminated from the program for the following reasons:

1. Excessive absences
2. Unsatisfactory progress in practical and/or theory
3. Non-payment of fees due
4. Violation of school policies as listed in the school catalog
5. Lawrence & Company College Of Cosmetology reserves the right to terminate a student's enrollment from the program if the student does not meet the school's expectations or is not technically qualified to pass the program requirements.

## **Student Family Discount**

We offer a service discount of 20% off the menu price for immediate family members. Family member discount includes mother, father, sister, brother, spouse or children. This does not apply with other discounts.

## **Personal Services**

The clinic floor instructor may grant permission for students to perform personal services on Tuesday, Wednesday and Thursday only. Students who are on the restricted list are not allowed personal service while clocked in. Pricing can only be given by an instructor. The services must be paid for at a cost of 50% off the regular menu price. Discounted personal services are not available during suspension, leave of absence or non-contracted hours. Clients come first and a student may be asked to stop a personal service to accommodate the client.

## **Sanitation Duties**

Students are expected to maintain the highest level of infection control. Each student is responsible for cleaning his/her work station, to include chair, floor and equipment. Students will also be assigned a daily sanitation duty to help keep the school clean. The duties are assigned by rows. Any waste or spills must be cleaned immediately. Equipment must not be left in shampoo bowls and hair must be removed after each shampoo.

## **California Board of Barbering and Cosmetology Inspection**

Lawrence & Company College Of Cosmetology is subject to unannounced inspections by the California Board of Barbering and Cosmetology. All rules and regulations provided by State Board shall be followed at all times. State Board of Barbering and Cosmetology fines incurred by the school as a result of a student's failure to comply with such rules and regulations will be charged to the student.

## **Student Records**

It is the school's policy to maintain a current name, address, and phone number with the school. Inform the school office of any changes immediately.

## **General Program Policies**

All students are expected to:

1. Attend school regularly and arrive on time.
2. Clock in and out every day and for all breaks and lunch.
3. Comply with dress code.
4. Behave in a professional manner at all times.
5. Keep their work area clean and sanitary and clean up after themselves.
6. Have operating records signed weekly.
7. Perform sanitation duties daily and have them checked and signed.
8. Be prepared to perform any service and have the necessary equipment.
9. Participate in the learning process.
10. No food or drinks are allowed in classroom or lab/clinic floor. Only water can be stored at your station.
11. To receive theory hour credit at school, student must clock in and out of the beginning and end of each chapter of your textbook or workbook you are studying and do either a chapter outline or notes on the subject work on the appropriate section of your workbook.
12. It is the student's responsibility to make up any missed work due to absence. The student shall contact the instructor as soon as they return.

### **Additional Clinic Floor Procedures**

1. Students are not allowed to refuse services or trade services without the consent of the instructor. Students refusing to perform client services shall be clocked out for the day.
2. Visitors are not allowed in classroom, breakroom or lab/clinic floor.
3. Students cannot give services or product other than what is listed on service ticket.
4. Students must have permission from an instructor before helping another student with a client to receive credit.
5. Students must not visit with each other while working on clients.
6. Students shall have all services checked by the instructor before the client leaves.
7. Students shall keep work area clean and sanitary at all times.
8. Students leaving early must obtain permission from instructor and complete an absent slip.
9. Students are not allowed to loiter in the reception area or behind the desk.
10. Appointments are made by the front desk and are not to be changed without instructor's permission.
11. Students shall keep the dispensary and break room clean at all times.
12. Students shall comply with California State Board & Barbering Rules and Regulations at all times.
13. Students are not allowed to bring their children to school unless receiving personal services.

**Please note:** A full list of clinic floor standards and expectations are posted in the school, on the window above the time clock.

### **Other Course Rules and Regulations**

1. It is the student's responsibility to notify the appropriate office personnel three days before completing your Pre-Application to allow time for filling out paperwork. Any overtime fees incurred must be paid prior to pre-application. Cosmetology 1200 hours, Manicuring 240 hours and Teacher training does not require a pre-application. Please keep in mind you only have 7 calendar days from the date in order to qualify to pre-app.
2. On graduation day you must come to school in dress code to complete your applied effort.
3. All monetary obligations (including overtime) to the school must be paid in full 3 days prior to graduation. Failure to do so will result in no graduation ceremony and completion documents will not be submitted to California Board of Barbering and Cosmetology until everything is paid in full.
4. If a student will be transferring to another school for any reason, they will be required to pay any monies owed before Lawrence & Company College Of Cosmetology will release any documentation of hours.
5. Lawrence & Company College Of Cosmetology does not offer childcare. Do not bring your children to school.

### **GROUNDS FOR DISMISSAL**

1. ZERO TOLERANCE FOR ALCOHOL AND DRUGS
2. ABSENT FROM SCHOOL FOR 14 OR MORE CONSECUTIVE CALENDAR DAYS
3. DEGRADING LANGUAGE, VULGAR GESTURES AND/OR GANG RELATED BEHAVIOR
4. FIGHTING OR PHYSICAL/VERBAL ABUSE

## 5. RUDNESS TO CLIENTS, FELLOW STUDENTS AND/OR STAFF

These policies and rules are designed to encourage and enforce good ethics and positive habitual practices. The staff at Lawrence & Company College of Cosmetology is committed to your success and ensuring your successful cosmetology entrepreneurship. The College has the right to change any policy.

### **GRIEVANCE PROCEDURE**

If you have a problem with an individual, try to resolve the matter with that person. If the problem cannot be resolved, a supervisor can act as a buffer so both parties may discuss their problems calmly and with a third party to assist in resolving the matter. If needed the problem may be taken up with the Administration Office. This chain of command permits the proper flow of information and allows the system to function more efficiently and effectively. This produces more positive results, rapid action/reaction and consistency. Any serious grievances must be in writing and described in detail regarding any allegation that may be affecting one's education. The grievance must be submitted within (5) five business days to Administration from the date that the incident occurred. Administration will evaluate the grievance within 10 business days and submit a written response back to the student. Should the student disagree with the decision of Administration, an appeal must be filed within 10 business days. The committee should provide written notice to the student of its decision within a reasonable timeframe. The decision of the committee shall be final. If the organization is unable to assist you in this matter, seek the Board for Private Postsecondary Education, 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834. Also see notice of Student Rights

**“STUDENT’S RIGHT TO CANCEL” INSTITUTIONS REFUND/WITHDRAWAL POLICY** - This is a state mandated policy following the Bureau for Private Postsecondary Education Code of Regulation 71750. This policy applies to all students and programs.

The following policy will apply to all terminations for any reason, by either party, including but not limited to student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. The applicant shall be entitled to a refund of all monies paid, except a non-refundable application fee.
2. A student (or in the case of an underage student, his/her legal guardian) cancels his/her enrollment in writing within seven (7) business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, except a non-refundable application fee, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after seventh (7) business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the application fee in the amount of \$100.
4. A student notifies the institution of his/her withdrawal. Notice of cancellations MUST be in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal 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.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification at the following address: Lawrence and Company College Of Cosmetology, 810 N. 10th Ave. Hanford, CA 93230, or by the date said notification is delivered to a school administrator or owner in person.

- You have the right to cancel your enrollment agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh (7) calendar day after signing the enrollment agreement, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
- Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. A determination is made to withdraw a student who has been absent from school for **14 or more consecutive calendar days**. All refunds will be calculated based on the students last date of attendance.
- If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.
- A student's account may be sent to collections for nonpayment.
- If the course and/or program is canceled 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 or all monies paid or provide completion of the course and/or program.
- If the school closes and/or cancels a program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide a pro rata refund only if the Bureau determines the school made provisions for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the student beyond the amount of the total charges in the original enrollment agreement. If the school does not make that provision, the school shall provide a full refund of all monies paid.
- A student is entitled to a refund of monies not paid from federal student aid program funds.
- For students who enroll and begin classes but withdraw prior to course completion (after seven (7) business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours.

### **RETURN OF TITLE IV FUNDS**

Federal regulations stipulate that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students who:

a) Received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal SEOG awards, or Federal Direct Student Loan (FDSL) programs, and;

b) Who withdrew or were terminated from the institution during the first 60% of any payment period or period of enrollment. Eligible Title IV federal aid recipients who fail to complete more than 60% of a payment period or period of enrollment are considered to have not earned all of the federal aid that may have previously been awarded for that payment period or period of enrollment. Accordingly, a required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Department of Education. This calculation will be done before a tuition refund calculation is performed in accordance with the institution's refund policy. In many cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid. This policy may also result in the student, as well as the school, owing a refund of unearned federal aid to the Department of Education. Unearned Title IV, HEA funds will be returned first to Unsubsidized Direct Loans, followed by Subsidized Direct Loans, Direct PLUS Loans, Federal Pell Grant awards and lastly, to any Federal SEOG awards. Unearned funds to be returned to the U. S. Department of Education by the

institution, and any unearned grant funds owed by the student, must be repaid within 45 days of the date the institution determined that a student has withdrawn. Unearned, Title IV funds owed by the student to a federal loan program must be repaid in accordance with the repayment terms of the student's loan. In the event a student has earned federal aid in excess of the amount disbursed at the time of withdrawal, the school will process a post-withdrawal disbursement of such earned funds to the student in accordance with federal regulations and allowances.

**Example of Return of Unearned Funds Calculation Clock Hour Institutions**

**Payment Period Length** 450 Clock Hours

**Title IV Federal Aid Awarded for Payment Period** \$6,000.00

**Student's Scheduled Hours of Attendance as of Withdrawal Date** 150 Clock Hours

In this brief example \$6,000 of federal financial aid was awarded to a student for a 450 hour period of training. The student withdrew from school after only 150 scheduled hours of attendance (example: the student was scheduled to attend 30 hours per week and withdrew at the end of the 5th week of enrollment). Accordingly, this student was enrolled for 33.3% (150/450) of the 450 hour payment period. Since the student was enrolled for only 33.3% of the payment period, only 33.3% of the federal aid was earned by the student. The remaining 66.7% of the aid that has not been earned must be returned to the U.S. Department of Education. In this case \$4,000 (66.7%) of the original aid awarded must be returned and only the \$2,000 (33.3%) of earned federal aid may be applied to the student's educational costs. A similar calculation is performed for all federal aid recipients who withdraw from school during the first 60% of the period of time for which monies were awarded. Once a student has been enrolled for more than 60% of the payment period, all of the federal aid that has been awarded for that period is considered to be fully earned.

**TUITION AND FEE SCHEDULE** Effective 4/14

<b>COURSE</b>	<b>TUITION</b>	<b>APPLICATION FEE</b>	<b>KIT/BOOKS</b>	<b>TAX</b>	<b>STRF</b>	<b>TOTAL</b>	<b>WEEKS</b>
Cosmetology	\$13,600.00	\$100.00	\$1,550.00	\$112.38	\$0.00	\$15,362.38*	46
Manicuring	\$1,600.00	\$100.00	\$965.00	\$69.96	\$0.00	\$2,734.96*	12
Teacher Training	\$2,500.00	\$100.00	\$955.00	\$69.23	\$0.00	\$3,624.23*	18

**ALL TUITION RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE. THE CHANGED RATES WILL BE APPLIED TO NEWLY SIGNED CONTRACTS AND WILL NOT AFFECT EXISTING CONTRACTS.**

\*The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program are the same.

\*Note: No refund will be given for application fee once paid to school.

\*Once used, kits are not returnable or refundable.

\*Charges for a period of attendance will be charged on an hourly rate (your program hours divide by your cost of tuition will be you balance).

**STUDENT TUITION RECOVERY FUND STATEMENT (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, 1747 N. Market Blvd., Suite 200, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

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

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

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

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

Lawrence & Company College of Cosmetology collects the STRF fee of \$0.00 from cosmetology students, \$0.00, from teacher training, and \$0.00 from manicuring students and remits it to the BPPE.

### **FAILURE TO COMPLETE COURSE AT CONTRACT ENDING DATE**

Should a student fail to complete the minimum number of hours and/or operations within the contract ending date, all student training may be stopped until additional money for training has been paid to the college. The amount charged for additional training is \$10.00 per hour for all courses. Please refer to your contract.

All education courses are designed to be completed within the student's original contracted course length. Should a student fail to complete the required number of clock hours, minimum number of theory hours and/or operations within the contract ending date, payment in full must be made before a certificate will be awarded.

Additional money will be paid to the college for student to complete the shortage of clock hours, theory hours and/or operations. As a courtesy at each evaluation period, the school will compute student's overtime. This will give the student ample opportunity to pay any overtime fees. If a student withdraws prior to her contracted date any overtime charged will be credited before the refund policies are applied.

***The college reserves the right to change the tuition and fees and make subject changes without prior notice when necessary. Any change will not affect attending students.***

FORMER STUDENTS: Students requiring preparation for the State Board Exam may be billed at the hourly rates, depending on which license they are applying for. Students that have not attended Lawrence & Company College of Cosmetology may be charged a registration fee of \$100.00. Students must furnish their own equipment.

### **METHOD OF PAYMENT**

Many of our students apply for financial aid. During our financial appointment with prospective students, we compute a needs analysis based on the amount of income or resources compared to the cost of education, room and board, and traveling expenses. If the student qualifies, we assist the individual to prepare the appropriate Financial Aid application. Students choosing the manicuring course will not be eligible for Federal Financial Aid. For those students who wish to pay their own way through school, the financial officer will develop a personalized payment program. Thereafter, payments will be divided into the number of months in school. The account must be paid in full at time of graduation. Method's of payment accepted are cash, credit card, money order, and check.

### **PRE APPLICATION FOR STATE BOARD EXAM**

A student must complete the pre-application paperwork within one week (7 days) of attaining the required hours.

Student may pre-apply for their State Board Examination when they attain the following hours:

COURSE	HOURS	PRICE
<b>COSMETOLOGY</b>	<b>1200</b>	<b>\$134.00</b>
<b>MANICURING</b>	<b>240</b>	<b>119.00</b>

\*Please note: Teacher training does not require a California state board exam.

Through the application process, students will be able to take their State Board examination sooner than the regular application.

- It is the student's responsibility to notify the appropriate office personnel three days before completing your Pre-Application to allow time for filling out paperwork.
- Students cannot apply until their overtime to date has been paid in full. Students cannot apply if their account is not in good standing. Office clearance is required for proof of training.
- Students may not apply if they are not up to date on tests and operations.
- Pre-applying is a privilege and is not guaranteed for any student.
- If you're pre-application is denied, not received in time or not filed at all, normal application procedures will be followed.

**Please note: The Pre-Application for Licensing in the State of California requires each student to disclose any prior convictions of a criminal offense, felony, or misdemeanor (other than a minor traffic violation or outstanding traffic/parking tickets). Please speak with the School Director if you have any prior convictions.**

### **DRUG-FREE POLICY STATEMENT**

Standards of Conduct:

The Drug-free Policy applies to all students and all employees. The unlawful possession, use, or distribution of illegal drugs and/or alcohol are strictly prohibited at this institution. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. Students or employees not complying with this standard will be subject to institutional sanctions. In the event that the school suspects usage all students and employees involved will be subject to drug testing at their expense. Failure to comply will result in termination. The prohibitions for use, possession, and distribution of illegal drugs and/or alcohol apply to all persons on school property or as part of any school activity.

### **Institution Sanctions:**

If the student/employee is found to have violated the institution's Drug Policy, immediate termination may take place. In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid. These measures will be imposed for use, distribution or possession of illegal drugs and alcohol.

The institution will notify the student or employee in writing if the institution becomes aware of any violation of this policy. The student and/or employee may request a formal hearing after receiving said notice. Two (2) members from the faculty and staff will comprise the hearing board. If the student or employee fails to request a hearing within three (3) business days, then immediate termination will take place.

If a student or employee requests a hearing, the board will notify the student/employee of the date the hearing will take place. The student/employee has the right to be represented by legal counsel for this purpose. The hearing board will take testimony from all individuals involved in the case. The institution's administration will then be notified of the board's decision. In all cases, the hearing board's decision will be final. The institution's administration will then notify the student/employee of the board's decision.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution. Individuals needing assistance concerning Drug or Alcohol Abuse Prevention may call or visit the following agency:

Entity Name	<b>Champions Recovery Center</b>
Street Address	<b>700 N. Irwin St.</b>
City, State and Zip	<b>Hanford, CA 91340</b>
Phone number	<b>(559) 583-9300</b>

### **DISCLOSURES:**

- Any questions a student may have regarding this catalog that have not been satisfactory answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), T: (888 370-7589 F: (916) 263-1897
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website at [www.bppe.ca.gov](http://www.bppe.ca.gov).
- This institution has no pending bankruptcies, is not operating as a debtor or possession, and has not filed a petition within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

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

The transferability of credits you earn at Lawrence & Company College of Cosmetology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 Lawrence & Company College of Cosmetology to determine if your certificate will transfer.

### **DISCLOSURE AND RETENTION OF STUDENT RECORDS**

Adult students and parents of minor students\* have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present during the process. Education records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution.

School will maintain files for six (6) years. After this period, records are destroyed. Student transcripts are kept indefinitely. Students are not entitled to inspect the financial records of their parents. Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. See FERPA Act (Page 12) \*Emancipated minors not included

**Lawrence & Company College of Cosmetology  
ANNUAL CAMPUS SECURITY REPORT  
FOR THE 2019 CALENDAR YEAR**

This campus security report contains data for Lawrence & Company College of Cosmetology located at 810 N. 10<sup>th</sup> Avenue, Hanford, CA 93230.

Lawrence & Company College of Cosmetology is providing the following information in compliance with the proposed rules listed under the Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1). Please note that this institution does not have on campus housing, and that there are not police records that pertain directly to the property used by the institution, therefore the statistics below report only those incidents reported to the institutional administration and/or to the local police.

<b>CRIMES REPORTED</b>	<b>CALENDAR YEAR 2016</b>	<b>CALENDAR YEAR 2017</b>	<b>CALENDAR YEAR 2018</b>	<b>CALENDAR YEAR 2019</b>
Murder	0	0	0	0
Rape	0	0	0	0
Sexual Assaults	0	0	0	0
Robbery	0	0	0	0
Aggravated Assaults	0	0	0	0
Burglary	0	0	0	0
Auto Theft	0	0	0	0
Liquor Law Violation	0	0	0	0
Drug Abuse Violations	0	0	0	0
Forcible Sex Offense	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0
Hate Crimes	0	0	0	0
Hate Crimes- Gender Identity	0	0	0	0
Hate Crimes- National Origin	0	0	0	0
Dating/Domestic Violence	0	0	0	0
Stalking	0	0	0	0

**CAMPUS SECURITY ACT DISCLOSURE STATEMENT**

The school has developed the information about your safety and well-being. As you can see from the data, our campus has a relatively safe environment. However, it is important that you exercise good judgment and take appropriate precautions to minimize your risk.

In the event that a student or employee of our institution is witness to a criminal offense on or near our campus, the following procedure to report criminal actions or other emergencies in a timely fashion that occur on campus are as follows:

For Non-Emergency Crimes:

1. Obtain form from the Director (Mrs. Barkley Brown-Day).
2. Complete form and return to the Director.
3. This form will be taken to the staff meeting and response will be returned to the victim with school's recommendation.
4. Any violator of a proven misdemeanor or felony on campus will be automatically expelled and/or reported to the appropriate authorities.
5. Counseling for victims of crime will be recommended on a case by case basis.

For Emergency Crimes:

1. Contact the nearest staff member who will immediately call 911.
2. The above non-emergency procedures will be followed providing the perpetrator is a student.

There are no private security personnel on campus, nor are there any off campus student organizations. The college provides a locker for all items of value. Students are advised to lock their vehicles. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee reports a crime, they do so on a voluntary or confidential basis; the institutional official will be prepared to record and report the crime, but will not include the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling 911. In the event of orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal or civil court, Lawrence & Company College Of Cosmetology will work closely with local law enforcement to ensure the proper level of protection is afforded to the victim by such document. Preparation for the Annual Disclosure of Crime Statistics report is obtained annually by the institution who contacts the correct police department district for statistics and the institution's Daily Incident Log, and then records those statistics. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules, and programs designed to inform students and employees about the prevention of crimes on campus.

1. Do not leave personal property in classrooms.
2. Report any suspicious persons to an institutional official.
3. Always try to walk in groups outside the school premises.
4. If you are waiting for a ride, wait within sight of other people.
5. Employees will close and lock all doors, windows, and blinds, and turn off lights when leaving a room.
6. The Crime Awareness and Campus Security Act are available upon request to students, employees, and prospective students.
7. The school has no formal program, other than orientation, that disseminates this information. All information is available upon request.
8. Information regarding any crimes committed on the campus or leased/attached properties will be available and posted in a conspicuous place within two business days after the reporting of the crime and available for sixty business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty days, that information must be made available within two business days of the request.

All incidents shall be recorded in the Daily Incident Log, used by the Director, at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

Lawrence & Company College Of Cosmetology does not tolerate retaliation, intimidation, threatening, coercion, or discrimination against any individual for exercising their rights or responsibilities under any provision outlined in 34 CFR 668.46.

If for any reason you feel you need to speak with someone further you may contact Kings Community Action Organization (KCAO) in Hanford at 559-585-1018 or Family Services of Tulare County Visalia at 723-7273. Both organizations are free and confidential.

This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage drinking laws.

This institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and federal drug laws. Violations of these policies may result in expulsion, termination and/or arrest.

Information concerning drug and alcohol abuse education programs is posted in the restrooms and at the front desk and is distributed annually to students and staff.

### **CAMPUS SECURITY ACT DISCLOSURE STATEMENT (SEXUAL CRIMES)**

It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution's official, who will report it to the local authority. The institution, prior to the orientation given to newly admitted students, sends each enrolled student the school catalog via e-mail and the Campus Security Report can be found on pages 24-28. The report emphasizes the prevention of sexual crimes by insisting students to work, study, and walk outside of premises accompanied by other students or in view of other persons as much as possible. It is stressed that students should avoid being alone at any time. During the daily functioning of the school operations, staff and administrators focus in observing that students are not in any circumstance by themselves. Lawrence & Company College Of Cosmetology provides an updated Campus Security report annually, by e-mail notification through the address the student provided at the time of enrollment. Also, the institution provides a posted statement with counseling assistance and will update these statements as necessary.

1. The institutional program to prevent sexual crimes insists in maintain a continuous lookout for each other to protect and prevent sexual assaults. The entire staff takes part of this program to protect the students and the staff.
2. A person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time when that person can be properly transported to a hospital or rape crisis center for proper treatment.
3. A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to 911 and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling 911.
4. When a student or employee reports to the school that there has been a victim of dating violence, domestic violence, sexual assault, or stalking (even if incident occurred off-campus) the school will provide the victim a written explanation of their rights and options as described in 34 CFR 668.46 (b)(11)(ii) through (vi).
5. The institution does not have accessibility to professional counseling; mental health or otherwise. Students and employees are encouraged to seek such professional assistance at the nearest hospital or health care servicer.
6. The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.
7. The institutional disciplinary actions in reference to an alleged sex offense are as follows:
  - a. The accuser and the accused are entitled to the same opportunities to have others present during disciplinary proceedings; and;
  - b. Both the accuser and the accused must be informed of the outcome of any institutional proceedings brought about by alleging a sex offense.
  - c. Both the accuser and the accused may file a disciplinary complaint while enrolled in the 1600 hour program.
8. This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from school, or termination of employment and in accordance to local laws, to an arrest of the offender by the authorities.
9. The institution provides the following website to obtain information concerning the registration of sex offender's arrest.  
<http://www.city-data.com/so/so-Hanford-California.html>
10. This institution does not maintain any special relationship with State and local police and does not have an agreement with those police agencies (such as written memorandum of understanding) to investigate alleged crimes.

11. The school will provide options for assistance in counseling, or changes to academic transportation or working situations to the best of our ability.
12. Bystander intervention: if you see a crime in progress, notify Lawrence & Company College of Cosmetology and call 911 as soon as possible. If it is not safe to personally intervene, continue to describe the incident to the 911 operator and describe exactly what you are witnessing and the location of the crime. The 911 operator will ask you questions regarding description of the suspect; if you see any weapon; information regarding the victim and possible injuries. If it is safe to do so, yell in a loud voice that the police have been called and they are responding. You may also call for help in a loud voice to let the perpetrator know that someone is observing what is happening. Be careful not to put yourself in harm's way. Approach the victim if safe to do so and provide aid and assistance until law enforcement or medical authorities arrive. Provide all information you know about the crime to the responding officer(s).

### **EMERGENCY RESPONSE AND EVACUATION PROCEDURES-STATEMENT OF POLICY**

In the event of an emergency or a dangerous situation that poses an immediate threat to the campus community, Lawrence & Company College Of Cosmetology will first notify the proper authorities by dialing 911. The administration may utilize some or all of its mass notification capabilities to notify its students, staff, and clients. These capabilities include e-mail, voicemail, and text messages to alert the campus. In addition, members of the administration will post relevant updates and advisories on the appropriate school website (lawrenceandco.net) and bulletin boards or answer questions via e-mail (jlawrenceandco@sbcglobal.net). Director Mrs. Barkley Brown-Day, or designee, will simultaneously use the local means at her disposal to notify the campus students, staff, and faculty of the situation, as well as disseminate pertinent information to relevant public entities. Training and exercises will be conducted biannually by management on the campus level and by the individuals relevant to mass notification. Management will document each test conducted by all relevant entities.

#### Emergency Evacuation

Evacuation is the movement of campus occupants from a dangerous or potentially dangerous location to a safe location. There are two types of evacuation: fire evacuation and non-fire evacuation.

##### Fire Evacuation:

- Evacuation is mandatory when a fire is announced
- Follow authorized personnel's instructions if given
- Assist people with disabilities, if possible
- Ensure all doors and windows are closed as a room and building are evacuated (do not lock doors)
- Do not attempt to re-enter the facility unless and until directed to do so by authorized personnel
- Evacuate to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines

##### Non-fire Evacuation:

- A non-fire evacuation will be initiated by the Director or designee
- Follow the Director's instructions if given
- Assist people with disabilities, if possible
- Do not attempt to re-enter the facility unless directed to do so

#### Emergency Lockdown

Emergency lockdown is used to dramatically and rapidly enhance the level of security of the campus. By locking all exterior, interior, and classroom doors, staff can make it more difficult for dangerous persons in the vicinity of the campus and in the campus to gain access to staff and students.

- Lock or barricade doors of classroom and internal student areas of congregation
- Close blinds, turn off lights
- Remain quiet and out of sight
- If gunshots are heard, lie on the floor and try to use available resources for additional cover and concealment

- If you are outside when a lockdown is declared, seek shelter away from danger
- If a fire alarm is activated during a lockdown, proceed with extreme caution
- Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize

### **Definitions and terms: VAWA Amendments to the Clery Act**

**Murder** - the willful non-negligent killing of one human being by another

**Forcible sex offenses** - any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent

**Rape** - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Non forcible sex offenses** - unlawful non-forcible sexual intercourse (A sexual assault offense is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation)

**Robbery** - the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault** - an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

**Burglary** - the unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle theft** - the theft or attempted theft of a motor vehicle.

**Arson** - any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Arrests and Referrals for disciplinary action - for weapons (Carrying, Possessing, Etc.), Drug Abuse Violations and Liquor Law Violations.

**Hate Crimes** - A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias

**Domestic Violence** - Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member  
The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence** - Violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature (existed within the past 6 months; characterized by the expectation of affection or sexual involvement between the parties; frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship)

The term "dating violence" means violence committed by a person - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

**Stalking** - willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person commits the offense of stalking. The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to - (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress

**Consent (in reference to sexual activity)** - Intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

The term "Transgender" means Identifying as or having undergone medical treatment to become a member of the opposite sex.

### **VERIFICATION POLICY & PROCEDURE**

Verification is a process which enables a school to confirm the accuracy of information used to determine a student's eligibility for federal student assistance. A student's file may be selected for verification by either the school or by the Department of Education.



If a student's file has been selected for review under the verification process, the student must complete the following requirements:

1. Complete and sign a Verification Worksheet provided by the institution. Dependent students will also need information and signatures from parents on this worksheet.
2. Students, spouses, or parents who are tax filers must have their income reported on the FAFSA imported from the IRS systems using the IRS Data Retrieval Tool (IRS DRT). A code number of "02" in the "IRS Data Retrieval Flag" field on the ISIR is evidence that this was completed successfully. Tax payers who failed to import their income with the IRS DRT will be required to access their FAFSA file online and import their information with the IRS DRT. Any tax payer unable to import their information will be required to submit an IRS Tax Return Transcript to the institution. This document will be used to verify income reported on the FAFSA.
3. Any other information deemed necessary by the institution including, but not limited to child support documentation, divorce decrees, W-2 forms, or untaxed income documentation. Students must complete the above requirements within 60 days of the student's last date of attendance or by August 31st after the end of the respective award year, whichever is earlier.

**Lawrence & Company College of Cosmetology will withhold financial aid payments from any student who has not completed the verification requirements within the prescribed deadlines.**

Students will be required to correct any information that is found to be inconsistent as a result of the verification process. The verification process is not considered to be completed during periods of corrective action. Corrections generally include a recalculation of the student's EFC, and resubmission through the Central Processor.

If a student's award changes as a result of the verification process, the student will be counseled and informed of how the change affects his/her packaging and financial obligations to the institution.

To protect the integrity of federal student assistance programs, institutions must enforce verification policies. It is the student's responsibility to comply with any and all requests by the institution for verification material, within prescribed deadlines.

In the event of an overpayment in the Pell or SEOG programs, the student will be notified and given 30 days to repay the overpayment. After that time any unpaid balance will be sent to the Department of Education for collection action. Until the balance is cleared, the school will withhold all academic transcripts and the student will no longer be eligible for Title IV assistance.

**Students will forfeit their right to federal assistance for non-compliance with verification policies.**

## COSMETOLOGY PROGRAM CURRICULUM

### **Program description: (C.C.R. Title 16 Division 9 Article 7, 950.2 CIP # 120403)**

The Cosmetology course of study consist of 1600 clock hours covering all phases of cosmetology, skin care, manicuring and pedicuring as mandated by the California Board of Barbering and Cosmetology. The course is designed to prepare the student to pass the California Board of Barbering and Cosmetology licensing examination and provide the student with the knowledge and skills needed for an entry level position in the beauty field as a cosmetologist. Passing the State of California administered examination is a requisite in order to obtain a Cosmetology License. The license is a requirement to practice as a Cosmetologist in the State of California. The institutional administration is dedicated to keeping the Cosmetology program updated and evolving with the trends, styles, and technical and practical changes of the beauty industry. Training methods, materials, techniques and innovations are updated and included in any curriculum changes as needed. Schedule: 7 hours a day/ 35 hours a week.

### **Syllabus**

The curriculum for Cosmetology consists of 1600 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act.

## **TECHNICAL INSTRUCTION & PRACTICAL OPERATION**

**200 Hours of Technical Instruction in Health and Safety**

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

<b>Subject:</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operation</b>
<b><u>Laws and Regulations:</u></b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Ac and the Board's Rules and Regulations	20	0
<b><u>Health and Safety Considerations:</u></b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, includes HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.	45	0
<b><u>Anatomy and Physiology</u></b> The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Human Anatomy, Human Physiology	15	0
<b><u>Disinfection and Sanitation:</u></b> The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use	20	0
<b><u>Professional Development/Salon Management</u></b> Training provided in the area of resume development, communication skills, interview preparation, professional ethics, record keeping, client records, front desk, client services, and other matters related to the cosmetology field.	15	0
<b><u>Additional Training</u></b>	85	0

**1100 Hours of Technical Instruction and Practical Training in Hair Dressing**

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

<b><u>Hairstyling</u></b> The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons, flat irons and blow dry styling.	65	240
<b><u>Permanent Waving and Chemical Straightening</u></b> The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: hair analysis, acid and alkaline permanent waving,	40	105

chemical straightening including the use of sodium hydroxide and other base solutions		
<b><u>Hair Cutting</u></b> The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of shears, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<b><u>Hair Coloring and Bleaching</u></b> The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of color removers.	60	50
<b><u>Additional Training</u></b>	915	0

**200 Hours of Technical Instruction and Practical Training in Esthetics**

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

<b><u>Manual, Electrical and Chemical Facials</u></b> The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling	25	40
<b><u>Eyebrow Beautifications and Make-up</u></b> The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.	25	30
<b><u>Additional Training</u></b>	150	0

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

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

<b><u>Manicuring and Pedicuring</u></b> The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	10	25
<b><u>Artificial Nails and Wraps</u></b> Artificial Nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.	25	120 nails
<b><u>Additional Training</u></b>	65	0

### **INSTRUCTIONAL TRAINING MATERIAL AND EQUIPMENT**

The Milady's Standard Textbook of Cosmetology is issued on or before the seventh class day. The kit contains the equipment necessary for successful completion of the course. Materials and equipment include, but are not limited to: shears, blow dryer, practice mannequins, flat iron, curling irons, combs and brushes, clippers and trimmers. The student is provided sufficient informational material based on class subjects to reinforce their education. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for broken, lost or stolen implements, materials or equipment. Kit lists are available and can be requested from the admissions office during the enrollment process

## **COSMETOLOGY COURSE OUTLINE – 1600 Hours**

**DESCRIPTION:** The Cosmetology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Acquire knowledge of laws and rules regulating California's Cosmological Establishment's practices
- Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
- Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry and theory.
- Acquire business management techniques common to cosmetology.
- Learn the proper use of implements relative to all cosmetology services.
- Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders
- Project a positive attitude and a sense of personal integrity and self confidence.
- Communicate affectively and interact appropriately with colleagues, supervisors and clients.
- Perform the basic manipulative skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.

**TEXTBOOKS:**

Milady Cosmetology Textbook  
 Milady Cosmetology Workbook  
 Milady Course Mate CD

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials. Library access is available during school hours by notifying an Instructor.

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

<b>COSMETOLOGY COURSE OUTLINE:</b>		<b>HOURS</b>	<b>OPERATIONS</b>
I.	Cosmetology Act; Board Rules and Regulations A. Licensing Requirements B. Salon Operational Procedures Required by Calif. C. Regulation Review	20	
II.	Cosmetology Chemistry A. Chemical Composition B. Purpose of Cosmetic, Nail, Hair & Skin Care Preparation	20	
III.	Health & Safety/Hazardous Substances A. MSDS Sheets B. Understanding Chemicals C. Understanding of Communicable Diseases	20	
IV.	Theory of Electricity A. Electrical Currents B. Safety Precautions	5	
V.	Disinfecting and Sanitation A. Proper Sanitation Measures B. Client Protection C. Technician Protection D. State Law	20	10
VI.	Bacteriology, Anatomy & Physiology	15	
VII.	Wet Hairstyling A. Roller Placement/Comb outs B. Sculpture Curls C. Finger Waving D. Hair Analysis/Facial Analysis E. Shampoo	25	160
VIII.	Thermal Hairstyling A. Curling Irons/Blow Drying Techniques B. Pressing & Curling C. Hair Analysis	25	40 20
IX.	Permanent Waving A. Hair Analysis B. Chemical Reformation C. Producing Spiral Curls by Permanently Waving Hair D. Producing Direction and/or Varying Degrees of Movement by Permanently Waving Hair E. Soft Permanent Waving 1. One-step Process 2. Two-step Process	20	80
X.	Chemical Straightening A. Sodium Hydroxide B. Thio Relaxers C. Chemical Reformation	20	25
XI.	Haircutting A. Hair Analysis	20	80

	B. Razor Cutting		
	C. Scissors Cutting		
	D. Facial Analysis		
	E. Dimensions in Hair Design		
	F. Clipper Cutting		
	G. Haircutting into Style Incorporating More Than One Base Line		
	H. Shaping and Texturizing Hair		
XII.	Hair Coloring and Bleaching	60	30/20
	A. Hair Analysis		
	B. Safety Precautions		
	C. Pre-Disposition Tests		
	D. Chemistry of Hair Coloring & Bleaching		
	E. Formula Mixing		
	F. Strand Tests		
	G. Product Knowledge		
	H. Lightening Hair by Bleaching & Color Reduction		
	I. Darkening Hair Previously Lightened by Bleaching or Reduction		
	J. Producing Color Variation on Hair Using a Combination of Colors		
XIII.	Scalp and Hair Treatments	15	20
	A. Electrical Treatments		
	B. Conditioning Treatments		
	C. Hair and Scalp Treatments		
	D. Scientific Brushing/Scalp Manipulations		
XIV.	Facials		
	A. Skin Analysis		
	B. Safety of Equipment		
	C. Manual Facials	5	10
	1. Manipulations, Packs, Masks		
	2. Scrubs		
	D. Electrical Facials	10	15
	1. Dermal Lights		
	2. Electrical Apparatus		
	3. Electrical Modalities		
	E. Chemicals	10	15
	1. Chemical Skin Peels		
	2. Packs & Masks		
	F. Chemistry		
	G. Consultation with Client on Technical Services, Products and Care		
XV.	Eyebrow Arching & Hair Removal	10	20
	A. Waxing		
	B. Tweezing		
	C. Depilatories		
XVI.	Makeup	15	10
	A. Skin Analysis		
	B. Corrective Makeup		
	C. Lash & Brow Tinting		
	D. Application of Artificial Eyelashes		
	E. Color Analysis		
XVII.	Manicuring and Pedicuring	10	15
	A. Water and Oil Manicuring		
	1. Nail Analysis		
	2. Hand & Arm Massage		
	B. Pedicuring		10
	1. Complete Pedicure		
	2. Nail Analysis		
	3. Foot & Ankle Massage		

	C. Artificial Nails		
	1. Acrylic, Fiberglass & Gels	10	50
	2. Nail Tips	10	50
	3. Nail Wraps: Silk & Paper	5	20
XVIII.	Job Search Training	15	
	A. Selecting a Position		
	B. Finding Employment Openings		
	C. Preparing for the Interview		
	D. Job Interview Techniques		
	E. Career Ladders-Keeping & Advancing on the Job		
	F. Professional Ethics		
	G. Effective Communication and Human Relations		
	H. Compensation Packages and Payroll Deductions		
	I. Fundamental of Business Management		
XIX.	Additional Hours	1215	

**GRADING PROCEDURE:** Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equaled to the letter grade. Students must maintain a “C” (75%) accumulative average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

100% - 92%	A	Excellent
91% - 83%	B	Good
82% - 75%	C	Satisfactory
74% - 70%	D	Unsatisfactory
69% and below	F	Failing

### Job Opportunities

The following career opportunities are open to licensed cosmetologists: Hairdresser, esthetician, nail artist, colorist, makeup artist, perm specialist, artistic director, fashion show stylist, beauty care marketing, trade show director, image consultant, photo and movie stylist, beauty product designer, product manufacturer representative, educator, platform artist, beauty business consultant, cosmetic and fragrance designer, school instructor, salon owner, salon coordinator, salon franchisee, and salon manager.

## CURRICULUM FOR MANICURING COURSE (400 HOURS) MANICURING PROGRAM CURRICULUM

### MANICURING / NAIL CARE PROGRAM CURRICULUM

#### Course description: (D.O.T. # 331.674-010, CIP # 12.0499) 400 CLOCK HOURS

The Manicuring course of study consist of 400 clock hours covering all phases of manicuring and pedicuring mandated by the California Board of Barbering and Cosmetology.

The course is designed to prepare the Student to pass the California Board of Barbering and Cosmetology licensing examination and help the student obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a requisite in order to obtain a Manicurist License.

The license is a requirement to practice as a cosmetologist in the State of California. The institutional administration maintains as part of its daily operations a special focus toward the latest trends of the field.

Training methods, materials, techniques and innovations are included in any curriculum changes. Schedule: 7 hours a day/ 35 hours a week.

#### Course Contents:

The curriculum for nail care course consists of 400 clock hours of technical instruction and practical operations covering all practices of a manicurist pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

### TECHNICAL INSTRUCTION & PRACTICAL OPERATION

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

<b>Subject</b>	Minimum Hours of Technical Instruction	Minimum Practical Operation
<p><b><u>Laws and Regulations:</u></b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations</p>	10	0
<p><b><u>Health and Safety Considerations:</u></b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, which includes HIV/AIDS and Hepatitis B.</p>	25	0
<p><b><u>Bacteriology, Anatomy and Physiology</u></b> The subjects of Anatomy and Physiology shall include but is not limited to the following issues: bacteriology, anatomy, physiology, and nail analysis and conditions.</p>	10	0
<p><b><u>Disinfections and Sanitation:</u></b> Procedures to protect the health, infection control and safety of the consumer as well as the technician. The ten operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified. Disinfection will be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	20	10
<p><b><u>Professional Development/Salon Management:</u></b> Training provided in the area of resume development, communication skills, interview preparation, professional ethics, record keeping, client records, front desk, client services, and other matters related to the cosmetology field.</p>	10	0
<b><u>Additional Training</u></b>	25	0

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

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

<p><b><u>Manicures and Pedicures:</u></b> including but not limited to the following techniques and procedures: water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.</p>	60	60  180 nails
<b><u>Additional Training</u></b>	240	0



## MANICURING / NAIL CARE COURSE INSTRUCTIONAL TRAINING MATERIAL

The Milady's Standard of Nail Technology Textbook, Workbook and kits are issued on or before the seventh class day. Materials and equipment include, but are not limited to: nail files, clippers, acrylic nail kits, brushes and nail product lotions and oils. The kit contains the equipment necessary for a successful completion of the course.

The student is provided sufficient informational material based on class subjects to reinforce their education. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for broken, lost or stolen implements.

## MANICURING COURSE OUTLINE – 400 Hours

**DESCRIPTION:** The Manicuring Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in the Manicuring or related career field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Acquire knowledge of laws and regulating California Cosmological establishments' practices.
- Understand sterilization procedures.
- Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
- Acquire business management techniques common to manicurist.

### SKILLS TO BE DEVELOPED

- Use of proper implements relative to all manicuring, pedicuring and artificial nails.
- Develop the knowledge to recognize the various skin conditions and disorders.
- Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders.
- Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

### PROFESSIONAL ACCUMEN DEVELOPMENT

- Appreciation for skilled workmanship common to manicuring.
- A positive attitude towards the public and fellow students and employees.
- Honesty and integrity and respect.
- Ethical and professional interpersonal skills towards your patrons and colleagues.

### TEXTBOOKS

- Milady Nail Technology Text Book
- Milady Nail Technology Workbook

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials. Library access is available during school hours by notifying an instructor.

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

MANICURING COURSE OUTLINE	HOURS	OPERATIONS
I. Cosmetology Act; State Rules/Regulations	10	
A. Licensing Requirements		
B. Salon Operational Procedures required by Calif.		
C. Regulation Review		
II. Manicuring Chemistry	10	
A. Chemical Composition		
B. Purpose of Nail Care Preparation		
III. Health and Safety/Hazardous Substances	15	
A. Chemical Awareness		
B. MSDS Sheets		
C. Health in the Workplace		

D. Protection and Awareness of Communicable Diseases		
E. Safety in the Workplace		
IV. Disinfection and Sanitation	20	10
A. Proper Sanitation Measures		
B. Client Protection		
C. Technician Protection		
D. State Law		
V. General Science/Bacteriology, Anatomy, and Physiology	10	
A. Infection Control		
B. Anatomy and Physiology		
C. Skin Structure and Growth		
D. Nail Structure and Growth		
E. Nail Diseases and Disorders		
F. Chemistry		
G. Nail Products		
VI. Water and Oil Manicures	15	40
A. Nail Analysis		
B. Complete Hand/Arm Massage		
C. Nail Structure		
D. Nail Disorders		
VII. Pedicuring	15	20
A. Nail Analysis		
B. Foot and Leg Massage		
C. Caring for the Feet		
D. Structure of the Foot and Nails		
VIII. Application of Artificial Nails		
A. Acrylic	15	80
1. Extensions		
2. Overlays		
3. Fills		
4. Products/Techniques		
B. Nail Tips	10	60
1. Application Techniques		
2. Acrylic with Tips		
3. Wraps with Tips		
4. Gels with Tips		
5. Care and Maintenance		
C. Nail Wraps and Repairs	5	40
1. Mending Nails		
2. Various Wraps: Silk-Paper-Linen		
3. Care of Nail Wraps		
IX. Employment Training/Business Skills	10	
A. Selecting a Job		
B. Finding Employment Openings		
C. Preparing for the Job Interview		
D. Job Interview Techniques		
E. Career Ladders - Keeping and Advancing on the Job		
F. Professional Ethics		
G. Effective Communication and Human Relations		
H. Compensation Packages and Payroll Deductions		
I. Fundamentals		
X. Additional Training	265	

**GRADING PROCEDURE:** Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equaled to the letter grade.

Students must maintain a "C" (75%) accumulative average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

100% - 92%	A	Excellent
91% - 83%	B	Good
82% - 75%	C	Satisfactory
74% - 70%	D	Unsatisfactory
69% and below	F	Failing

### Job Opportunities

The following career opportunities are open to licensed manicurists: nail technician, nail artist, beauty care marketing, trade show director, beauty product designer, product manufacturer representative, educator, beauty business consultant, school instructor, salon owner, salon franchisee, and salon manager.

## CURRICULUM FOR TEACHER TRAINING COURSE (600 HOURS)

**Educational Goals:** The curriculum for students enrolled in an teacher training course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of cosmetology, as defined in section 7316 of Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the teacher trainee of teaching techniques and principles. At this time the State of California has no licensing for the Teacher Training course. Schedule: 7 hours a day/ 35 hours a week.

Subject	Minimum Hours Technical Instruction	Minimum Practical Operations
1. The Cosmetology Act and the Board's Rules & Regulations	10	
2. Preparatory Instruction	40	
A. Instructional techniques: method of instruction, lecture; demonstration, performance, communication skills, instructional aides and the use of questions to promote learning.	30	50
B. Organization techniques: 4 step teaching method: performance objectives and learning domains, etc.	60	50
C. Lesson Planning: Subject, title, outlines, development and visual aids, etc.	10	
D. Techniques of Evaluation: Purpose of tests, types of tests, test administration, scoring and grading, etc.		
3. Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations (shall be conducted under the supervision of a licensed instructor).	140	
4. Supervising and training of students while they are participating the art of cosmetology on a live person or mannequin in a classroom or laboratory.	100	
Additional Training	210	

\*\*\* A student enrolled in the teacher training course may not engage in the school in a complete service connected with any practice or combination of practices of cosmetology upon a paying patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.

## TEACHER TRAINING COURSE OUTLINE

**Course description: CIP Code 12/0413**

Teacher Training is a 600 hour course that prepares students to become licensed Teachers for the Barbering and Cosmetology Program in the State of California. Students in this program are exposed to various methods of instruction and coached on teaching cosmetology skills and practice teaching under the supervision of a licensed instructor.

**CLOCK HOURS:** 600 Hours

**COURSE OBJECTIVES:**

- A. To prepare students for entry level employment.
- B. To develop personality skills as well as mechanical skills suitable for the field of teaching cosmetology.
- C. To develop marketing and sales skills to become a successful teacher.
- D. To instruct students in the fundamentals of teaching for the effective advancement in the field of teaching cosmetology.
- E. To instruct the student in all safety and sanitary measures in patron protection.
- G. To train students in basic procedures.
- H. To help instill in students attitudes and good habits of:
  - 1. Creativity
  - 2. Self-assurance
  - 3. Responsibility
  - 4. Ethics

**COURSE GOALS:**

- 1. To prepare the student instructor to obtain employment.
- 2. To present various teaching methods aimed at facilitating student learning.
- 3. A teacher must regularly attend and participation in advanced classes, both technical and teaching related.

**COURSE OBJECTIVES:**

- 1. The student instructor will demonstrate lecture and student participation class methods of instruction.
- 2. The student instructor will make his/her own lesson plans and utilize them.
- 3. The student instructor will demonstrate the practical class subjects.

**METHODS OF INSTRUCTION:**

The methods of instruction shall include but are not limited to the following:

- 1. Lecture
- 2. Teaching aids
- 3. Testing (oral/written)
- 4. Demonstration
- 5. Videos
- 6. Student participation/practice

**TEACHER TRAINING COURSE OUTLINE:**

	<b>HOURS</b>	<b>OPERATIONS</b>
I. Barbering and Cosmetology Act/Board Rules and Regulations	10	
II. Preparatory Instruction		
1. Instructional Techniques: Method of instruction; lecture; demonstration; performance; communication skills; instructional aids; and use of questions to promote learning.	40	
2. Organization Techniques: 4 Step Teaching Method; performance objectives; and learning domains, etc.	30	50
3. Lesson Planning: Subject; title; outlines; development; and visual aids, etc.	60	50
4. Techniques of Evaluation: Purpose of tests; types of tests; test administration; scoring; and grading, etc.	10	
III. Conducting Classroom and Technical Instruction and Demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations. (shall be conducted under supervision of a licensed instructor)	140	
IV. Supervising and training of students while they are		

practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory.	100
V. Assessment of Student Learning	
1. Evaluation of Overall Progress	
2. Development and Use of Testing/Measurement Instrument	
VI. Academic Advising	
1. Providing Feedback and Orientation to Students about Progress in the Course	
VII. Course Development and Review	
VIII. Administrative Responsibilities	
1. Records Management	
2. Applicable Organizational and Regulatory Requirements	
IX. Career and Employment Information	
1. Professional Ethics	
2. Effective Communication and Human Relations	
3. Compensation Packages and Payroll Deductions	
4. Licensing Requirements and Regulations	
5. Fundamentals of Business Management	
X. Additional Training	210

**EVALUATION METHODS:**

*Theory:* Lectures are given on all cosmetology practices; including personal hygiene, good grooming; salesmanship, courtesy, neatness, attitude in meeting the public; and antiseptics.

*Operations:* Hands on practice of clinical operations.

A student enrolled in the six hundred (600) hour teacher training course may not engage in the school in a complete service connected with any practice or combination of practices of cosmetology upon a patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.. The school maintains complete records on each student/graduate for reference, as required by the state. All students receive a complete theory and practical test after 500 hours. It simulates actual State Board Procedure and constitutes a final exam. Individual tutoring if needed, is available in preparation for the state examination. Each student is graded monthly in his/her practical work, attendance, appearance, and attitude. Each student will be tested at the end of each lesson/chapter in theory. The grading system is as follows:

100% - 92%	A	Excellent
91% - 83%	B	Good
82% - 75%	C	Satisfactory
74% - 70%	D	Unsatisfactory
69% and below	F	Failing

**JOB OPPORTUNITIES:**

The following career opportunities are open to licensed teachers: beauty care marketing, trade show director, beauty product designer, product manufacturer representative, educator, beauty business consultant, school instructor, salon owner, salon franchisee, and salon manager

**GRADUATION REQUIREMENTS:**

The graduation requirements for all courses are as follows:

- 1) Complete the required hours of clock hours of training.
- 2) Completed all required tests & practical assignments.
- 3) Maintain satisfactory progress requirements per the criteria of the Satisfactory Progress Policy.
- 4) Complete and hand in Portfolio\* (see Portfolio requirements) this requirement is for Cosmetology and Manicuring only.
- 5) All students must complete and hand in resume.
- 6) Completion of an exit interview and required exit paperwork.
- 7) Pay all tuition costs or make satisfactory arrangements for payment of all monies owed to school.

Upon completion of these requirements, a certificate will be awarded. No personal services or graduation ceremony will be allowed for students still having financial obligations to the school, even if arrangements have been made.

**\*Portfolio Requirements:**

Portfolios as a requirement of graduation are meant as a tool to help our students showcase their individual work and talent, and to motivate them to continue to learn and become the experts they would like to be. It will also assist them in their search for employment, lending them confidence to display what they know how to do and have done well.

Students must complete an online portfolio and resume that must be submitted four weeks prior to completing required hours to allow time to review, apply a grade and make any necessary changes.

The portfolio shall include the following:

**Cosmetology Students:**

- A completed resume that has been drafted, proof-read and edited for thoroughness.
- At least 15 (Cosmo) photos in good quality that show detail and harmony of style to the best effect. Of the 15 photos at least 1 for each that reflect all services including hair color, haircutting, thermal style, formal style, texture service, wet hairstyle, nails, makeup and arching. Of the 15 photos at least 3 before & after services represented the best showcase of your ability.
- Portfolio to be created on canvasrecruit.com and submitted to their instructor.

**Manicuring Students:**

- A completed resume that has been drafted, proof-read and edited for thoroughness.
- At least 10 photos in good quality that show detail and harmony of style to the best effect. Of the 10 photos at least 1 for each that reflect all services including pink & white, glitter nails, wraps and gel. Of the 10 photos at least 2 before & after services represented the best showcase of your ability.
- Portfolio to be created on canvasrecruit.com and submitted to their instructor.

**Teacher Training Students:**

- A completed resume that has been drafted, proof-read and edited for thoroughness.

These are the minimum portfolio requirements for graduation from Lawrence & Company College of Cosmetology; this does not mean that we do not encourage our students to go above and beyond these minimum requirements.

**WITHHOLDING OF STUDENT TRANSCRIPT/GRADES/DIPLOMA**

- Lawrence & Company College of Cosmetology will withhold the student's transcripts (completion, withdrawal or a diploma/certificate) until all financial obligations have been met.

**LICENSING REQUIREMENTS:**

A cosmetology/manicuring graduate will be granted a license by the Department of Consumer Affairs only after the individual has successfully completed the required hours and successfully passed the state written and practical examinations. The graduate must receive 75% or better on the written examination and 225 points or better on the practical examination. Graduates are required to have a valid/current California Drivers License, California I.D., or valid/current Passport. Examination sites are located in Fairfield and Glendale, California. Transportation to the examination site is the responsibility of the graduate. Once graduates have become licensed, they must renew the license every two (2) years. Please note: As of Jan 1, 2005 California no longer requires a license for Teacher Training.

**STUDENT LOANS**

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

**FINANCIAL AID—CONSUMER INFORMATION**

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the college. A list of these programs include:

- Federal PELL Grant: Does not require repayment (FPELL)
- Federal Direct Stafford Loans - Subsidize: Must be repaid
- Federal Direct Stafford Loans - Unsubsidized: Must be repaid
- Federal Direct Plus Loans: Must be repaid

**General Financial Aid Information:** If you wish to apply for financial aid or you have questions, or you

need sections of the handbook clarified, contact the Financial Aid Office at Lawrence & Company College of Cosmetology. Additional information regarding the student aid programs available at Lawrence & Company College of Cosmetology may be found in "The Student Guide" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. EST, Monday through Friday at (800) 433-3243. Internet access is also available at <http://www.fafsa.ed.gov>

**Compliance Statement:** The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

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

### **Student Eligibility Requirements:**

To be eligible for financial aid, a student must:

- be admitted as a regular student;
- be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- be a citizen or an eligible non-citizen;
- not owe a refund on a FPELL Grant or FSEOG at any school;
- not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- have financial need;
- be making satisfactory progress (as defined by the school's policy) in the course of study;
- be registered for selective service (if a male born on or after January 1, 1960);
- Signed a statement of educational purpose; have signed a statement of updated information; have a high school diploma or its equivalent.

### **The U.S. Department Of Education Student Financial Aid Programs:**

The college is approved for, and does participate in the following programs intended to defray the costs of attending for those students eligible for financial aid considerations:

Federal PELL Grant: Does not require repayment (FPELL)

**Application Procedures and Forms:** Financial aid applications for this institution consist of the following: Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the Financial Aid Office. Forms and assistance in completing them are available at this school during school hours or on the internet at <http://www.fafsa.ed.gov> in addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

**Federal Pell Grant Program:** Funds received under this program are not subject to repayment from the student.

• **Deadline:** FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office before September 15, of the award year from which aid is requested from, or your last day of enrollment in 2018, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

• **Renewal Process:** A FPELL Grant award receive for one award year (July 1 to June 30 of the following year), and it is not automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the new SAR or ISIR to the financial aid office.

• **Disbursement:** They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

• Lawrence & Company College of Cosmetology will implement the following Federal Pell Grant cross-over Award Year Policy: Federal Pell Grant Payment Periods crossing from June 30, 2019 to July 01, 2020 will be paid out of the funds from either year on a student –by-student basis.

• **Deadline:** You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded.

• **Disbursement:** Made based on per payment period via a check payable to the student or via a direct credit to the student’s tuition account. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. For additional information on Federal Financial Aid programs, request “The Student Guide” published by USDOE.

**Treatment of Title Iv Funds If The Student Withdraws From The Course Of Study:** As of 10/07/00, Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the course of study. Simply stated, if the student withdraws before the sixty percent of the payment period in the course, student would have earned only 50% of the aid received or eligible to receive.

To determine the percentage completed, the scheduled hours of class hours will be divided by the total hours in the payment period. Please note: Effective 07-01-06 the refund calculation will be based on the scheduled hours a student is contracted for rather than the actual hours attended on the last day of attendance according to the enrollment agreement. Unearned aid will be returned to the program(s) in accordance to the guidance described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid. Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

## **COST OF ATTENDANCE:**

**Determining Need:** The information you report on the FAFSA form when you apply for aid is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

Lawrence & Company College of Cosmetology utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

## **Student Expense budget for the 2019-2020 Academic Year:**

Tuition & Fees: Actual institutional charges (see page 22)

### **Books & Supplies: Actual institutional charges (see page 19)**

Living cost allowance:

Dependent Student:

Room and Board, Food \$2100

Transportation \$1500

Personal/misc. \$900

Independent Student:

Room and Board: \$7800

Transportation \$1500

Personal/misc. \$2700

Child/Dependent care: Reasonable expenses with adequate documentation provided by the student, depending upon age and number of children.

**DEFINITIONS:** The following definitions correspond to some common terms used within the financial aid terminology:

**Academic Year:** A period of not less than 26 calendar weeks with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13 calendar weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 26 calendar weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

**Clock Hour:** A 50 to 60-minute class, lecture or recitation in a 60-min period.

**Credit Balance:** A credit balance occurs when tuition payments have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days



from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

**Dependent Student:** Is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

**Dependent:** Is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the student.

**Family Contribution (EFC):** The calculated amount that a family contributes to offset the student cost of attendance.

**Independent Student:** An individual who meets one of the following criteria:

1. Was born before January 1, 1989
2. A graduate or professional student
3. Is married (separated but not divorced)
4. An individual with legal dependents other than a spouse (As defined above)
5. An orphan or ward of the court up to the age of 18
6. Is a veteran of the armed forces of the United States

**Parent(s):** For the purposes of the financial aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

**Need:** Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

**Withdrawals:** Students are officially withdrawn on date of notification, date terminated by the institution, date of two consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

**Recoveries:** Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grant programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date students may make repayment arrangements with the U.S. Department of Education within 45 days from the student's withdrawal and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by U.S. Department of Education.

**Refunds:** In any case where a refund is due to the Title IV Programs, the payment of the refund will be made within 45 days from the official withdrawal date in the following order: FDirect, FPELL, other sources and to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

**Transfer Student:** A student, who attended a Post-secondary institution before the enrollment at Lawrence & Company College of Cosmetology is no longer required to obtain a Financial Aid Transcript from each of the institutions attended within the last six months before the enrollment at this institution. However all institutions must have a registered password with NSDLS.

**Dislocated Worker:** A dislocated worker is a person that meets all of the following requirements:

- Was terminated or laid off from employment or received a notice of termination or layoff;
- Is eligible for or has exhausted their unemployment compensation, or is not eligible for it because, even though they have been employed long enough to demonstrate attachment to the workforce, they have insufficient earnings or performed services for an employer that weren't covered under a state's unemployment compensation law; and is unlikely to return to a previous industry or occupation.
- A person who was terminated or laid off from employment or received a notice of termination or layoff as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise.
- A person who is employed at a facility at which the employer made a general announcement that it will close within 180 days.
- A person who is employed at a facility at which the employer made a general announcement that it will close.
- A self-employed person (including farmers, ranchers, or fishermen) who is unemployed because of natural disasters or because of general economic conditions in his community.
- A displaced homemaker, someone who meets all of the following requirements: • she has been providing

unpaid services to family members in the home; • she has been dependent on the income of another family member but is no longer supported by that income; and • she is unemployed or underemployed and is having difficulty obtaining or upgrading employment. An “underemployed” person is one who is working part time but wants to work full time or one who is working below the demonstrated level of her education or job skills. Not everyone who receives unemployment benefits will meet the definition of dislocated worker. For example, in general those who quit their jobs are not considered dislocated workers, even if they are receiving unemployment benefits.

**Verification Process:** Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1987 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

**Who Must Be Verified:** The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

**Verification Exclusions:** Applicants excluded from verification include:

- Death - Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration - Applicant is incarcerated at the time the verification is to be performed.
- Certain immigration status - Applicant arrived in the U.S. during calendar years 2010 and 2011.
- Certain spouse/parent status - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant. Completed verification: If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
  1. Letter stating that the verification process was completed.
  2. Copy of the application data that was verified, and if the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.
- Pacific Island residency status - Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address No funds disbursed- The applicant will not receive federal aid funds.

**Required Verification Items:** Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used. Data items may include: Total number of persons in the household. The number of members of household enrolled at least half-time students in postsecondary educational institutions.

- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2016).
- U.S. income tax paid for the base year (2016). Our institution will consider IRS retrieved information as acceptable verification documentation if the Secretary of Education has identified those items as having come from the IRS and they have not been changed.
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
  1. Social Security benefits.
  2. Child support.
  3. Untaxed payments to IRA or Keogh.
  4. Foreign income.
  5. Earned income credit.
  6. Interest on tax free bonds.

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

**Documentation Required:** Student, spouse and/or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ and W-2 forms). Applicants shall complete the appropriate sections of the

Verification Worksheet. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms. Time period for providing documentation: Applicants must provide the required documentation within 60 days from the last day of attendance or September 15, 2018, whichever is earlier.

**Applicant Responsibilities:** To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- Number of family members in the household.
- Number of family members in the household now enrolled as at least half-time students on postsecondary educational institutions.
- Change in dependency status.
- Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage. This process does not apply if the change occurs due to marriage.
- The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

**Consequences Of Failure To Provide Documenting Within The Specified Time Period(S):** If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicant the following options:

- The student may continue training on a cash payment basis.
- The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof and verification is complete.
- The applicant must repay any over-award or any award for which he/she was not eligible, discovered during verification.

**Interim Disbursements:** The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

**Tolerances:** If there are non-dollar errors and if the errors in dollar items total less the \$400, there is no requirement to recalculate the students EFC.

**Notification of Results of Verification:** The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

**Referral Procedure:** The school shall forward to the Secretary of Education, referral of fraud cases.

## **Student Rights and Responsibilities:**

### **The student has the right to ask the school:**

- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met. To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped?

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

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application. All students must provide a social security card that is signed and the school will make the copy; we will not accept a copy from the student.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account. Our campus will provide you with a booklet published by the United States department of education 'Funding Education Beyond High School' (2018-19) The Guide to Financial Aid. Please be sure to ask for a copy of these booklets during your interview with the FA department.

**VOTER REGISTRATION:** We encourage all students to vote and be registered. For information of how and where to register please contact: [www.sos.ca.gov/elections](http://www.sos.ca.gov/elections) or you can call **(800) 345-8683**.

**Bankruptcy:** Our college is not involved in any type of Bankruptcy action such as having a pending petition before a Bankruptcy court, or operating as a debtor in possession nor have we filed a petition within the preceding five years or have had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq).

## FACULTY ORGANIZATIONAL CHART

<b>Lawrence &amp; Company College of Cosmetology</b> <b>810. N 10<sup>TH</sup> Ave. Hanford, CA 93230</b>
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Anthony Marciano President/CEO	Rachel Lawrence Vice President/Admissions
Barkley Brown-Day Director	Kaila Wolfe Financial Aid Advisor
Tammy Brown Student Resource Coordinator	

Mrs. Ida Macias - Instructor	Mrs. Jennie Keen - Instructor	Mrs. Lisa Mendiola - Instructor
Ms. Erica Lopez – Substitute Instructor		

### EDUCATIONAL FACULTY QUALIFICATION LIST

Qualifications	Year Attained
<b>Mrs. Lisa Mendiola - Instructor</b>	
Licensed Cosmetologist	2001
<b>Mrs. Ida Macias - Instructor</b>	
Licensed Cosmetologist	1978
Licensed Instructor	1982
<b>Mrs. Jennie Keen - Instructor</b>	
Licensed Cosmetologist	1979
<b>Ms. Kayla Wolfe – Sub Instructor/Financial Aid Advisor</b>	
Licensed Cosmetologist	2004
<b>Ms. Erica Lopez – Substitute Instructor</b>	
Licensed Cosmetologist	2006
<b>Ms. Tammy Brown– Student Resource Coordinator</b>	
Licensed Cosmetologist	2007