



**CALIFORNIA**  
**BEAUTY ACADEMY**

Instruction in the Arts of  
**HAIR, NAILS & SKIN CARE**

# **SCHOOL CATALOG**

Valid Oct. 1, 2019 – Dec. 31, 2020

1828 E. COLLINS AVE,  
ORANGE, CA 92867  
(714) 633-7170 / [www.haircabeauty.com](http://www.haircabeauty.com)



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## WELCOME/MISSION STATEMENT

Welcome to the wonderful world of hair, nails and skin care. California Beauty Academy offers you personalized care with attention to your needs and abilities. If you are people oriented and are willing to learn and study, California Beauty Academy will help open the door to your future.

Our mission is EDUCATION for those wishing to enter the personal services industry as a Manicurist, Cosmetician, Barber, Cosmetologist or Instructor. We will educate you to pass the State Board Licensing Examination (you must be licensed to work) and to enter the working field with confidence. We want to offer to you the most current and up-to-date methods and techniques.

As a prospective student, you are encouraged to read 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. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

## HISTORY

California Beauty Academy was established in 1989 as a takeover of an existing successful school. New America Beauty Education, Corp., became the new owner in 2014. It is the goal of management to bring a positive service to the community. The methods of teaching will reflect all ethnic needs.

## FACILITY

California Beauty Academy is a modern structure with all necessary equipment and training aids. Student and patron comfort were considered when designing the school. All instruction takes place at this location (1828 E. Collins Ave Orange, CA 92867)

The location has excellent access to and from freeways and has more than ample parking.

The facility has over 5000 sq. ft. of space which includes 3 theory (class) rooms, a large clinic (service) area with a total of 79 work stations, 10 hair dryers, 7 shampoo bowls, skin care beds and equipment, 3 staff offices, and 2 restrooms.

Prospective students are encouraged to tour the facility and discuss personal goals prior to signing an enrollment agreement.

## FINANCIAL STATEMENT

California Beauty Academy does not have any pending Bankruptcy petitions. It is not operating as a debtor in possession. California Beauty Academy has never filed for bankruptcy nor has had a petition in bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## APPROVAL DISCLOSURE STATEMENT

CALIFORNIA BEAUTY ACADEMY is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means that 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. This approval must be renewed every three years and is subject to continuous review. The institution is approved to teach the following programs:

Manicuring 400 hrs. & 600 hrs. Cosmetician 600 hrs. Barbering 1,500 hrs. Cosmetology 1,600 hrs. Teacher Training 600 hrs.

CALIFORNIA BEAUTY ACADEMY is authorized by the State of California, as a training institution to qualify its graduates for a State license as a Cosmetologist, Manicurist, Cosmetician and Barber. Currently, there is no license requirement for Cosmetology/Barber/Cosmetician/Manicurist Instructor. **California Beauty Academy is an unaccredited institution and it's not eligible for federal financial aid programs.**

## APPROVALS

The following boards, bureaus, departments and agencies set minimum standards for our programs of study in accordance with Education Code Section 94316.12:

### **Bureau for Private Postsecondary Education (BPPE)**

1747 N. Market., Suite 225  
Sacramento, California 95833  
(916) 431-6959  
Fax (916) 263-1897

### **Board of Barbering and Cosmetology (BBC)**

2420 Del Paso Road Suite 100  
Sacramento, CA 95834  
800-952-5210  
Fax (916) 575-7281

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:

2535 Capitol Oaks Dr., Suite 400  
Sacramento, California 95833  
PO Box 980818  
West Sacramento, California 95798-0818  
Website: www.bppe.ca.gov  
(888) 370-7589 (916) 431-6959 Fax: (916) 263-1897

**All information in the context of this school catalog is current and correct and is so certified as true by Ms. Thanh Mai Tran.**

## STATEMENT OF NON-DISCRIMINATION

California Beauty Academy does not discriminate on the basis of Race, Color, Religion, Sex, Age, Disability, Financial Status, or Ethnic Origin in its admissions, instruction or graduation policies.

## CAREERS IN BEAUTY and BARBERIING

Mastering the art of these careers will qualify you to specialize in hair styling and designing, coloring, chemical services, skin care, make-up, manicuring, salon management, instructing and/or platform artistry. In choosing beauty or barbering as a career, you are assured of a rewarding, creative and innovative future by using your talents to reach and achieve your highest goals.

## PHYSICAL DEMANDS IN BEAUTY, BARBERING & TEACHING

Although these professions are artistic and challenging careers in which one's talent can be nourished and expanded, it is attitude and desire which are most important for success. Dependability and ability to interpret a client's desires are most important and these traits should be emphasized.

A career in these fields requires physical demands that include:

- Standing for long periods of time – Cosmetologists, Barbers, Cosmeticians, Teachers
- Walking throughout your work-day
- Sitting for periods of time – Manicuring, Pedicuring, Facials
- Lifting supplies
- Bending – Shampooing, Facials, Pedicures
- Reaching for supplies
- Finger dexterity in handling tools & implements and performing most services
- Talking with clients
- Seeing, Reading & Comprehending written instructions, directions and observing clients

## SALARIES

A beginning careerist in the personal services industry can realize a comfortable income and the professional with more experience can increase his/her salary substantially. Salaries range from \$10.00 a service to \$250.00 per service depending on your area of expertise and experience.

## ADMINISTRATION

California Beauty Academy is managed by Thanh Mai Tran at 1828 E. Collins Ave, Orange, California 92867	
Thanh Mai Tran	CEO, CAO, CFO
Jonathan Nguyen, DC	School Director, COO
Hanna Dang	Administrator
Frances Rodriguez	Academic Supervisor

## INSTRUCTORS

Instructors are licensed by the California State Board of Barbering & Cosmetology. To keep up with the current methods of teaching styling trends, the staff regularly attends classes and seminars.

**Frances Rodriguez**.....Instructor  
has been in the Cosmetology and Barber field for more than 15 years working in the salon and as an instructor.

**Shannon Dugan**.....Instructor  
has been in the beauty & esthetic fields for more than 10 years as a Cosmetician & Cosmetology instructor.

**Ilene Higginbotham**.....Instructor  
has been in the cosmetology field for more than 18 years as an instructor, teacher, manager and master stylist.

**Jennifer Flores**.....Instructor  
has been in the cosmetology field for more than 6 years as an instructor and skin care specialist.

**Margaret Robinson**.....Instructor  
has been a Cosmetology and Barber instructor for more than 20 years.

**Elizabeth Liavencos**.....Instructor  
has been in esthetic and nail technology fields for more than 15 years as an instructor, skin care specialist and manicurist.

## ADMISSION REQUIREMENTS - FOR ALL PROGRAMS

Individuals are admitted as California Beauty Academy students by supplying the following:

- A completed California Beauty Academy application,
- Government issued picture Identification,
- Social Security Card or Individual Taxpayer Identification Number (ITIN)
- High School Diploma **or** transcript **or** GED **or** College transcript,
- Students enrolling in the Teacher Training Program must have a valid California Cosmetologist/ Cosmetician/Barber/ Manicurist License **and** a High School diploma **or** its recognized equivalent.
- \$100 Application Fee.
- Ability To Benefit applicants- for those lacking a High school diploma or its equivalent, an applicant may take an Ability To Benefit exam and pass that exam with the acceptable score for that examination. The test must be taken and passed before an applicant can be accepted for enrollment at California Beauty Academy.
- Foreign diploma and transcripts must be translated and evaluated by a qualified third party to ensure 11<sup>th</sup> grade completion equivalency, at a minimum, for qualification for enrollment.

## “CROSSOVER” APPLICANTS

In addition to the above listed Admissions requirements, individuals wishing to enroll into a program where previous training occurred while obtaining a California license, the Academy may accept credit and hours for previous training from another program as allowed by the California Board of Barbering and Cosmetology.

The applicant must have a valid California Cosmetologist/Esthetician (Cosmetician)/ Barber/Manicurist license and submit a copy with the license with the completed California Beauty Academy application. Current charges are \$6.00 per hour for each program without an application fee. Students must obtain their own kit and supplies or may have the option to purchase the entire kit at the school’s listed price.

## TRANSFERRING TO CALIFORNIA BEAUTY ACADEMY POLICY AND PROCEDURES

In addition to the above listed Admissions requirements, individuals wishing to transfer to California Beauty Academy **must submit Proof of Training or Transcript with the completed California Beauty Academy application.** Transferring students will be required to take an evaluation test to determine proper course placement and the number of hours that California Beauty Academy will accept to transfer to the Academy.

A new or supplemental student kit will need to be purchased if your supplies and/or equipment do not meet the required student kit contents for your program completion.

Experiential learning is not considered nor accepted in any of the programs at California Beauty Academy.

## SADDLEBACK COLLEGE ADMISSION REQUIREMENTS

California Beauty Academy has a training agreement with Saddleback Community College (SCC) to train Cosmetology and Cosmetician students. These are certificate programs through which a Saddleback College student can earn college credit and upon completion either a Certificate of Achievement for Cosmetology students or an Occupational Skills Award for Cosmetician students.

The Cosmetology Program is a 1600-hour program comprised of four (4) SCC courses, 12 units each, to be taken in consecutive order. The program is completed in three (3) semesters for full-time students and four to six semesters for parttime students

The Cosmetician (Skin Care/Esthetics) Program is a 600-hour program comprised of one course of 18 units. The program is completed in one semester for full-time students and two to three semesters for part-time students. To enroll at Saddleback College, a student must complete a Saddleback College student application online - [www.saddleback.edu](http://www.saddleback.edu), complete the Matriculation Process and complete Financial Aid applications if funding is desired. **The Matriculation process includes Math and English/Reading exams that must be taken at Saddleback Community College.**

Once accepted by SCC, the student must register for the desired course and pay all fees and charges AND visit California Beauty Academy to complete our Application and provide a government issued picture identification.

SCC students are required to attend a California Beauty Academy Orientation at California Beauty Academy prior to the first day. Orientation usually takes place 1 to 2 weeks prior to the class start date. Saddleback students are limited to SCC semester start dates and must maintain 90% attendance, whereas California Beauty Academy students can begin classes at any given time and have a 75% attendance requirement. For information contact the SCC Cosmetology Coordinator, Caroline Cruz, at (949) 582-4964/ Laura Pope, at (949) 582-4990.

## **SEVIS ADMISSION REQUIREMENTS**

California Beauty Academy has been approved to offer programs to foreign students. M-1 Visa students must have Form I-20 and must have their high school diploma and transcripts translated into English and establish that the diploma is equivalent to a California High School diploma. English proficiency is required to be successful in our programs. Visa services are not offered at California Beauty Academy.

## **ADMISSIONS HOURS**

Applicants for admission may secure enrollment information Tuesday-Friday during the following hours:

Tuesday - Thursday	08:30 AM - 7:00 PM
Friday- Saturday	08:30 AM - 5:00 PM

## **LANGUAGE OF INSTRUCTION AND PROFICIENCY REQUIREMENT**

All programs are taught in English, Spanish and Vietnamese.

Proficiency in English is based on public schools 10<sup>th</sup> grade reading comprehension standards.

Students from the Saddleback Community College must meet the Community College requirements for English proficiency. We do not offer ESL classes.

## **WITHDRAWAL & RE-ENTRY POLICY**

Students in good standing, who must withdraw due to extenuating circumstances, and who may wish to return, must notify the Director/Administration prior to being absent fourteen (14) consecutive class days. The student will be advised to determine if a Leave of Absence would be more appropriate. If a withdrawal is agreed upon by the student and school staff it will be granted and the student may return to school within six months of the student's last day of attendance, providing all fees and charges, per refund policy, have been paid for the current enrollment.

The status of a student re-entering school is the same progress status as when s/he left. The student must pay a reenrollment fee of \$700.00 which will be charged for written testing, practical mock-board exam and supplies. The student is responsible for all supplies that were issued on first day of class (books/kit/etc.). The student is required to have these items each day to be ready to complete all theory & practical assignments. The total tuition charges appearing on the original enrollment agreement (contract) will be honored. No credits for hours or operations will be lost.

All students who withdraw may re-enter into the program without the loss of clock hours provided it is within five (5) years from the date of withdrawal. All records for students are stored for five (5) years. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the institution before the student is accepted for re-enrollment. If re-enrollment is requested after six (6) months from official withdrawal date, current tuition, fees and supply costs will be charged during re-enrollment process.

## **CREDIT EVALUATION**

If for some unforeseen reason a student must interrupt the course of study, the California Board of Barbering & Cosmetology (BBC) provides that the hours of applied effort accumulated will remain in effect for a period of three years from the date of withdrawal. Appropriate credit will be granted for prior training upon review and verification by Academy officials of its validity under the BBC Act and the Rules and Regulations. Occasionally, a student's acceptance by the Academy will depend entirely on an evaluation by the BBC.

We do not award credits for prior experiential learning.

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

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

## **BACKGROUND CHECK**

The Board of Barbering and Cosmetology requires a license for your chosen profession. After completing the required hours, passing the required exams and paying all required costs and fees at California Beauty Academy a Proof of Training will be submitted to the board with your application for the required examination. Once you pass the state exam, you will receive your license to work in California in your chosen career.

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

It is the student's responsibility to determine if any past criminal conviction will prevent them from obtaining the required state license. For more information about California requirements please visit [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

The following website provides sex offenders information in our area: [www.city-data.com/so/sotemple-city-california.html](http://www.city-data.com/so/sotemple-city-california.html)

## **SCHOOL CALENDAR**

California Beauty Academy operates continuously throughout the year except for the following holidays: New Year's Day President's Day Memorial Day July 4th Labor Day Thanksgiving Day Christmas Day

Our Academic year is 900 clock hours and 26 weeks.

## **CONSTITUTION DAY**

Federal legislature requires that all educational institutions receiving federal funding teach about the US Constitution to students on September 17 of each year.

## **CLASS SCHEDULES**

Each course has open enrollment. Since the courses are offered on an on-going basis, all prospective students may begin classes on Tuesday of every week. Classes begin Tuesday of each week except on holidays and holiday eves. For specific information please contact the school administrator.

We offer day and evening programs as well as full time and part time schedules at California Beauty Academy. Your specific schedule will be developed during your meeting with the Admissions Administrator. Arrive at school 15 minutes before scheduled time on your first day to be clocked in and introduced to staff and students.

## **ORIENTATION**

Orientation is required for all students and it takes place prior to the first day of class. New students must have their catalogs, notepaper and pencil or pen for note taking. All enrolled students must attend orientation before the first day of the class. The staff member conducting the orientation will provide general information about the course along with the educational objectives of the course, school expectations, rules and regulations.

## **GRADING**

Students are graded regularly in theory, practical work and attendance. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a "C" average for satisfactory academic status. A copy of the progress report is given to the student periodically. The grading system follows:

95% - 100%	A Excellent	70% - 74%	D Unsatisfactory
85% - 94%	B Good	below 70%	F Fail
75% - 84%	C Passing		

## **GRADUATION/DIPLOMA REQUIREMENTS**

To graduate the student must meet all requirements for his/her program in accordance with our Satisfactory Academic Progress Policy and pass the final examinations (written and practical exams), pay all required tuition and fees and complete required hours for the program. At that time, a graduating student will be presented with a diploma from California Beauty Academy. If the student has reached 17 years of age and has at least a 10th grade education he/she is eligible to apply for the California Board of Barbering and Cosmetology examination.



# SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

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

**EVALUATION PERIODS:** Students are evaluated for Satisfactory Academic Progress at the following points of “scheduled” hours of completion:

Cosmetology – 400, 800 and 1200 hours of scheduled hours.

Barbering - 375, 750, 1125 hours of scheduled hours.

Cosmetician, Teacher Training, Manicuring (600) –300 hours of scheduled hours. Manicuring (400) –200 hours of scheduled hours.

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

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

**ATTENDANCE PROGRESS EVALUATION:** Students are required to attend a minimum of 75% 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 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is:

COURSE	MAXIMUM TIME ALLOTTED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full-time 24 hrs/wk) – 1600 Hours	88 weeks	2128
Cosmetology (Part-time 12 hrs/wk) – 1600 Hours	177 weeks	2128
Barbering (F/T 24 hrs/wk.) – 1500 Hours	83 weeks	1995
Barbering (P/T 12 hrs/wk.) – 1500 Hours	166 weeks	1995
Cosmetician/Manicuring (F/T 24 hrs/wk.) – 600 Hours	33 weeks	798
Cosmetician/Manicuring (P/T 12 hrs/wk.) – 600 Hours	67 weeks	798
Manicuring (F/T 24 hrs/wk.) – 400 Hours	22 weeks	532
Manicuring (P/T 12 hrs/wk.) – 400 Hours	44 weeks	532

If a student exceeds his/her Maximum Time Frame, he/she will be charged Extra Instruction charges for the hours that are needed to complete his/her program. Those charges will need to be paid in advance and in full, prior to the student completing the program. This student will be a cash paying student, meaning federal funds cannot be used/applied.

**ACADEMIC PROGRESS EVALUATIONS:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered per the following scale:

95% - 100%	A Excellent	70% - 74%	D Unsatisfactory
85% - 94%	B Good	below 70%	F Fail
75% - 84%	C Passing		

## FACTORS TO BE

**EVALUATED:** o Theory o

Practical work

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic 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.

Any student who receives a SAP that does not meet minimum requirements that will impact the student's financial aid eligibility will be notified in writing (i.e. the student must sign and receive a copy of that SAP report).

## **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress 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. **California Beauty Academy does not offer Title IV funds at this time.**

## **PROBATION**

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

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

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

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

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

## **APPEAL PROCEDURE**

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

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

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

## **TRANSFER HOURS**

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

## **MAKE UP WORK**

In the case of a necessary absence on the day of an examination, the student must arrange to take the test within 3 days of returning to school.

# TUITION AND FEE SCHEDULE

Total charges are for both the entire educational programs and period of attendance.

Fees & Charges	Cosmetology 1600 HRS	Cosmetician/ Esthetician 600 HRS	Manicuring 600 HRS	Manicuring 400 HRS	Barbering 1500 HRS
# Weeks to Complete	54/80	20/30	20/30	14/20	50/75
Tuition	\$10,400.00	\$3,900.00	\$3,000.00	\$1,500.00	\$9,750.00
Application Fee* (non-refundable)	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Books & Kit* (non-refundable)	\$1,800.00	\$1,800.00	\$900	\$600	\$1,800.00
STRF# Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL*</b>	<b>\$12,300.00</b>	<b>\$5,800.00</b>	<b>\$4,000.00</b>	<b>\$2,200.00</b>	<b>\$11,650.00</b>

Payment Plans are accepted with a down payment. Monthly payments will be calculated according to the scheduled completion date of the enrollment agreement

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

\*Books & Kit – Please allow 2 weeks for the kit & supplies to be provided and it is non-refundable once the student receives the kit & supplies **Optional Fees:**

**Completion/Proof of Training Fees-** \$25.00 for each documentation (after initial issuance)

**Completion Testing** - \$250.00 for each rescheduled practical final exam (if student misses originally scheduled mock board examination date) Student considered “non-complete” if this test is not taken and passed.

## STUDENT TUITION RECOVERY FUND (#STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the 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.

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 in 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 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 have sought legal counsel the 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 otherwise be 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 taxpayer identification number.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or and other information that documents the monies paid to the school.

Questions regarding STRF may be directed to the Bureau for Private Postsecondary Education at:

Physical address – 1747 N. Market., Suite 225  
 Sacramento, CA 95833  
 Mailing address – PO Box 980818  
 West Sacramento, CA 95798-0818  
 Phone – (888) 370-7589 Fax (916) 263-1897  
 Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## EXTRA INSTRUCTIONAL CHARGES

California Beauty Academy will charge additional tuition for hours remaining after the enrollment agreement end date at the rate of \$10 per hour, payable in advance until graduation.

## METHODS OF PAYMENT

A mutually agreeable payment plan may be arranged by school. Payments are acceptable by cash, check, credit card and or cashier check. If a student obtains a loan to pay for his/her education, the student is responsible to repay that loan.

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

## REFUND POLICY – STUDENT'S RIGHT TO CANCEL

All refunds are based on scheduled hours.

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or student 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. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. A student must notify the institution of his/her withdrawal in writing.
3. 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 date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
4. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
5. In types 2 and 3, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after seven business days of signing the contract), the following schedule of tuition earned by the school applies:

<b>% OF SCHEDULED TIME ENROLLED</b>	<b>TUITION SCHOOL RETAINS</b>
01.00-60.00%	Pro Rata Calculation based upon scheduled hours*
60.01% and over	100%

**Termination fee of \$100.00 is charged to all drops, withdrawals and terminations.**

**\*Example based upon cosmetology program:**

Total Paid to School by student = \$16,950.00	Tuition Cost - \$14,400.00	Paid Tuition - \$14,400.00
Less Application Fee <\$50.00>	Program Hours - 1,600	Scheduled Hours – 600 (38%)
Less cost of Kit & Supplies <\$2,100.00>	Hourly Tuition Price - \$9.00	Tuition owed - \$5,400.00

Amount Paid for Instruction - \$14,400.00 Refund of unused Lab Fee - \$93.00 + Refund of Tuition Paid - \$9,000=  
**\$9,093.00 minus \$100.00 Termination fee = \$8,993.00 Refund due to former Student**

All refunds will be calculated based on the student's last date of attendance. 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. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

Students who drop, withdraw or terminate prior to course completion are charged a termination fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges that the student may have incurred at the institution (extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

**Course Cancellation:** If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

**School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

## **STUDENT SERVICES AND POLICIES**

### **DISCLOSURE & MAINTENANCE OF EDUCATIONAL RECORDS**

Adult students and parents/guardians of dependent minor students have the right to inspect, review, and challenge information contained in the student's educational records. The files are in a safe, locked area of the administrative office and are inaccessible to the student unless the student requests to review the file. During this review a staff member must provide supervision and interpretation of the records. Educational records are defined as files, materials, and documents which contain information directly related to the students. These records will be maintained for a minimum of five years after graduation or the last day of attendance. Transcripts are maintained forever.

Students are not entitled to inspect the financial records of their parents.

Written consent is required from student or guardian before educational records or any other information may be disclosed to third parties except for accrediting commissions or governmental agencies so authorized by law.

### **PRIVACY POLICY**

Students and parent/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor. California Beauty Academy requires a release form be completed for each third-party request of information. California Beauty Academy provides access to student records without written consent to its accrediting agency, the United States Department of Education, the State Licensing Agency, and other school officials. The institution maintains a record of all release forms and requests for information.

### **ADVISING POLICY/PROCEDURE**

Students will be advised on an individual basis for matters pertaining to education and professional growth. Students are advised about academic progress as needed and, at the time of their SAP evaluations. The types of advice will vary according to each student's evaluation. Students strengths and weaknesses are assessed. In cases of unsatisfactory progress, a formal advising session must be documented. A plan for improvement will be made which is understood and agreed to by the students. A copy of the report is filed in the student's personal files and is available for review by the student and or guardian where applicable upon request.

### **PLACEMENT & EMPLOYMENT PREPARATION**

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Once a diploma has been awarded for Cosmetology, Cosmetician, Barbering or Manicuring, the graduate must pass the California exam to receive the license to work in California. At this time, there is not a state exam for Teacher Training. Once all requirements are met for your chosen field, California Beauty Academy will assist you in securing employment. Although we cannot guarantee placement, we offer employment referrals and placement assistance upon graduation and at any time thereafter by posting requests from salons for graduates interested in employment. Training in preparation for employment is an integral part of our curriculum.

## **BRUSH UP FOR STATE BOARD EXAMS**

Individuals wishing to prepare for the state board exam will need to meet with the Director of Education to schedule the appropriate times to attend California Beauty Academy and pay \$10 per hour for instruction. Individuals must supply their own equipment.

## **HOUSING**

The availability of housing located near CALIFORNIA BEAUTY ACADEMY ranges from \$950.00 to \$1200.00 PER MONTH for a 1 bedroom apartment. CALIFORNIA BEAUTY ACADEMY has no responsibilities to find or assist a student in locating and/or securing housing.

## **UNIFORMS**

1. No student will be allowed to remain in school without the proper uniform.
2. School uniform (white/black) must be worn at all times while clocked in.
3. Additional clothing such as sweaters, sweatshirts, and jackets should be white or black, preferably.
4. Full-coverage shoes must be worn at all times.

## **LIBRARY**

There is an area with computers and internet access as well as reference books, DVDs and videos to support the educational programs at California Beauty Academy.

Students have access to our resources with the instructor approval.

## **DRUG AND ALCOHOL ABUSE POLICY**

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

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

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

400 Maryland Avenue SW., Room 3124, GSA Regional Office Bldg. #3 Washington,  
DC 20202-4571 The

report must be made within 10 days after the conviction.

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

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

Chapman Counseling  
1412 E Chapman  
Orange, Ca 92867  
714-288-9779

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol. This institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the agency every two years. A log of incidences and disciplinary actions is kept by the institution.

## **ABUSE PREVENTION PROGRAMS**

Any individual associated with the Academy who is seeking information, counseling or assistance concerning Drug/Alcohol/Adult/Child Abuse and/or Domestic Violence Prevention may call or visit the individual/agency:

**Southern California Alcohol & Drug Programs - Heritage House Village**

405 South Rose Street Unit 102 Anaheim, CA 92805

**(714) 999 - 5960**

**California Hispanic Commission Casa Elena**

832 South Anaheim Blvd. Anaheim, CA 92805

**(714) 772 - 5580**

**Adult Abuse Service 1-800-451-5155**

**Child Protective Services 1-800-442-4918**

**Domestic Violence Hotline (714) 992 - 1931**

## **SEXUAL HARASSMENT POLICY**

Sexual harassment will not be tolerated. Any incident of harassment should be immediately reported to the instructor and to the school director. Disciplinary action(s) including suspension through expulsion and referral to local law enforcement will take place if harassment and/or stalking is occurring or has happened. The accused and the accuser are entitled to the same opportunities to have others present during a disciplinary proceeding and both the accuser and the accused will be informed of the outcome of all disciplinary proceeding brought alleging a sex offense. A victim has the option to change her/his schedule after an alleged sex offense.

Harassment is any unwanted sexual attention, verbal or non-verbal or written, touching or innuendo by male or female. This includes stalking and other predatory behaviors. Stalking is defined as "a course of conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity, nonconsensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person fear." (from the National Institute of Justice) Stalking can be carried out in person or via electronic mechanisms (phone, fax, GPS, cameras, computer spyware, or the Internet). **Cyberstalking**—the use of technology to stalk victims—shares some characteristics with real-life stalking. It involves the pursuit, harassment, or contact of others in an unsolicited fashion initially via the Internet and e-mail.

## **LEAVE OF ABSENCE POLICY**

Students may experience extended personal, medical or other problems which make it difficult to attend class. This institution may allow a student under such circumstances to take a Leave of Absence (LOA), from the program. Students needing a LOA for medical, health, welfare or travel must do so in writing and submit it in advance of the leave. Occasionally, unforeseen circumstances prevent the student from requesting a LOA in advance (i.e. an injury in a car accident which requires extended hospitalization). When certain exceptions apply, as with the example given, notification to the administration office by phone text, email or fax must be done as soon as possible for documentation purposes. The beginning date of the approved LOA is determined by the institution to be the first date that the student was unable to attend the institution because of the event.

In such cases, upon return, documentation to verify the need for the LOA may be requested, and signatures will be required in order to extend the anticipated completion date equally to absences.

There must be a reasonable expectation that the student will return from the LOA in order for a LOA to be approved.

Students who are granted LOAs will not be assessed any additional charges while they are on LOAs. No refund calculations will be performed during the LOA. Additionally, the student's contract will be extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

A student may request more than one LOA during his/her contracted time frame, however, the cumulative total (number of days) of extended absence days must not exceed one hundred eighty (180) days in any 12-month period.

A student who fails to return from a LOA will be considered dismissed (dropped), as of the class of last attendance prior to the start of the LOA.

## **GRIEVANCES/COMPLAINTS/STUDENT RIGHTS POLICY**

All complaints will be taken seriously. They are to be addressed first to your instructor in a calm and courteous manner. If the matter is not resolved, it should then be taken directly to the school Administrator. If the student feels that the complaint is of a serious nature, it should be put in writing and submitted to your instructor and the school administrator. It need only be hand written neatly enough to be legible. Please detail the exact nature of the problem, citing specific concerns. The complaint will then be resolved as quickly and as fairly as possible.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Academy Director, Mr. Jonathan Nguyen.

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 obtain on the Bureau's internet website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **COURSES OF STUDY**

Currently California Beauty Academy is approved to offer Cosmetology for 1,600 Clock Hours, Barbering for 1,500 Clock Hours, Manicuring (Nail Care) for 600 Clock Hours, Manicuring (Nail Care) for 400 Clock Hours, Cosmetician (Skin Care) for 600 Clock Hours, Teacher Training for 600 Clock Hours.

Each course of study consists of the state mandated technical instructional and practical operations covering all practices constituting the art & science of Cosmetology, Skin Care, Barbering or Manicuring.

The courses of study are designed to prepare students for the state licensing examinations and for profitable employment as a Cosmetologist (D.O.T. # 332.271-010, CIP #12.0401, S.O.C. #39-5012), Cosmetician/Esthetician (D.O.T. # 332.271-010, CIP #12.0409, S.O.C. #39-5094), Manicurist (D.O.T. # 331.674-010, CIP # 12.0410, S.O.C. #39-5092), Barber (D.O.T. # 330.371-010, CIP #12.0402, S.O.C. #39-5011) or Teacher (D.O.T. #094.227-026, CIP #12.0413, S.O.C. #25-1194).

## **TOOLS AND EQUIPMENT**

Students will insure that all property of the school remains on the premises at all times. Books and working supplies must be paid for before commencing the course and the student is required to have these each day to be ready to do all practices assigned.



# COSMETOLOGY 1600 CLOCK HOURS

## COSMETOLOGY CURRICULUM DESCRIPTION

Completing 1600 hours of applied effort and the following technical and operational requirements, a student will learn the art and science of cosmetology which includes hair cutting, styling, coloring and chemical services, skin and nail care. Graduates, once licensed, can secure positions as a hairstylist, chemical specialist, color specialist, make-up artist, skin care or manicuring specialist. Successful graduates will have the knowledge and skills needed to pass the required California State Board examination for Cosmetology licensure.

## COURSE GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of cosmetology practices. Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Cosmetology and principles of hair design and styling, hair enhancements, nail care, skin care, hair change, and hair color. Demonstrations by students that they have met all the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

## COURSE MATERIALS

Milady Standard Cosmetology, 13<sup>th</sup> Edition - Milady Publishing Corporation  
2016 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs  
 Cosmetology kit  
 Instructor Handouts

## MAJOR SEGMENTS OF COURSE CONTENT:

Required by the California Board of Barbering and Cosmetology in preparation to take the licensing exam:

<b>SUBJECT</b>	<b><u>Minimum</u> Hours of Technical Instruction</b>	<b><u>Minimum</u> Practical Operations (do not equal hours)</b>
Cos. Act. Rules & Reg' s, Law	20	
Cosmetology Chemistry	20	
Health & Safety/Hazardous Substances	45	
Electricity	15	
Disinfection/Sanitation	20	50
Anatomy/Physiology	30	
Hair Styling	65	140
Wet Hairstyling	105	240
Thermal Hair Styling		140
Permanent Waving	40	105
Chemical Straightening	30	25
Hair Cutting	20	80
Hair Coloring/Bleaching	60	50
Scalp & Hair Treatments	5	20
Facials-manual	15	20
Facials-electrical	10	15
Chemical Facials	10	25
Eyebrow Arching & Hair Removal	10	30
Make up	15	15
Manicuring	10	25
Pedicuring	10	25
Artificial Nails		
Liquid& Powder Brush-on	15	50 nails
Nail tip	10	50 nails
Nail wraps& Repairs	15	20 nails
Additional Training	100	

**TOTAL HOURS:           695 THEORY                           905 PRACTICAL**

## METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor practice with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the associated practical and written tests.

## GRADED ACTIVITIES

Written objective examinations

Practical demonstrations and evaluations of student performance

Mock Board Assessments

**GRADE CHART**

95% - 100%	A Excellent	70% - 74%	D Unsatisfactory
85% - 94%	B Good	below 70%	F Fail
75% - 84%	C Passing		

## **COSMETICIAN 600 CLOCK HOURS**

**COSMETICIAN CURRICULUM/DESCRIPTION**

This 600-hour program shall consist of technical instruction and practical operations covering all practices of a cosmetician. Successful graduates will have the knowledge and skills needed to pass the required California State Board Examination for Cosmetician(Esthetician) licensure. Entry level positions as a skin care therapist, make-up artist, brow expert, product representative or waxing technician are some of the options that a licensed Esthetician can secure.

**COURSE GOALS**

The student will learn:

All phases of skin care - including manual and electrical facials; use of cosmetic preparations; daytime, evening, fantasy, and theatrical make up.

Knowledge of product chemistry for safety and patron protection.

Business practices and professional ethics in skin care

Successful graduates will have the knowledge and skills needed to pass the State Board Examination for licensure, and to secure employment as Cosmetician.

**COURSE MATERIALS**

Milady Standard Esthetics: Fundamentals, 11<sup>th</sup> Edition - Milady Publishing Corporation

2016 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs

Cosmetician Kit

Instructor Handouts

**MAJOR SEGMENTS OF COURSE CONTENT:**

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

	<b><u>Minimum Hours of Technical Instruction</u></b>	<b><u>Minimum Practical Operations</u></b> (do not equal hours)
SUBJECT:		
Cosmetology Act & Board Rules & Regulations	10	
Cosmetic Chemistry	30	
Anatomy, Bacteriology/Biology	15	
Health & Safety (HIV/AIDS & Hepatitis B), MSDS	40	
Electricity	10	
Disinfection & Sanitation	10	10
Facials-Manual	20	50
Facials-Electrical	20	50
Chemical Facials	30	40
Eyebrow Arching, Hair Removal, Tweeze & Wax	25	50
Make-Up, including skin analysis	30	40
Corrective Make-up	20	
Preparation for Employment	15	
Client & work prep	15	
Additional Training	60	10
<b>TOTAL HOURS:</b>	<b>350 THEORY</b>	<b>250 PRACTICAL</b>

Additional training

Including training in: professional ethics, salesmanship, keeping records, payroll deductions, obtaining employment, preparation of employment application, effective communication, compensation packages, and business management.

**METHODS EMPLOYED TO HELP THE STUDENT LEARN**

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor performance practices with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours the associated practical and written tests.

**GRADED ACTIVITIES**

Written objective examinations

Practical demonstrations and evaluations of student performance

Mock Board Assessments **GRADE**

**CHART**

95% - 100%	A Excellent	70% - 74%	D Unsatisfactory	75% - 84%	C Passing
85% - 94%	B Good	below 70%	F Fail		

## **MANICURING 600 CLOCK HOURS**

### **MANICURING COURSE OF STUDY (600 HOURS)**

The Manicuring course consists of six hundred (600) clock hours which includes a minimum of 175 clock hours of technical instruction with the remaining 425 clock hours allotted to the completion of the state board's minimum specified practical operations, additional practical operations and clinic work. This course is 200 hours over the state's minimum requirements to provide students more time to gain and perfect marketable skills – electric nail drill techniques, advanced pedicure and manicure techniques and additional nail enhancements and art skills are taught and mastered. Licensed manicurists secure positions as nail techs, nail artists, pedicurists, product demonstrators and sales representatives.

The student will learn the technical techniques and methods of performing manicuring, pedicuring, nail wraps and repairs, application of acrylic nails, application of nail tips, safety and sanitation requirements. Additional techniques in drill work, nail art, paraffin systems, massage, aromatherapy, and gel systems will be taught by the instructors and practiced by the students. Reception desk duties, professionalism, personal and business ethics, personal grooming and dress, employer/employee relationships, customer relations and communication skills will be modeled and discussed. Technical instruction will be provided to students in each skill prior to the student performing client services (practical operations).

### **DESCRIPTION OF COURSE**

This course covers all phases of hand foot and nail care as well as manicuring and pedicuring. Successful completion of this course and successful passage of the State Board of Examination and Licensure will allow the Manicurist to perform all skills including manicures and pedicures.

**Technical Instruction** is by way of instruction, demonstration, lecture, class participation, studying textbooks and related information, writing outlines, classroom use of audio and visual film, tapes, slides, downloads and examinations.

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

**Instructional Techniques and Methods** include students attending regularly scheduled theory classes (lecture), reading assigned chapters in their textbooks and other printed materials, performing actual practical operations (services) on another person, a student or mannequin. Taking and passing assigned tests with a grade point average of 75% [C] or better.

### **COURSE EDUCATION GOALS**

The goals of the Manicuring Course of study are to prepare students for the state licensing examination and to become profitable as a Nail Technician. The knowledge and skills will prepare licensed technicians for work as a Nail Technician, Manicurist, Pedicurist, Nail Artist, Podiatrist Assistant, Product Demonstrator, Salon/Spa Owner, Spa/Salon Manager, or Health/Beauty Sales Representative. D.O.T. #331.674-010, (CIP #12.0410, S.O.C. #39-5092

### **COURSE PERFORMANCE OBJECTIVES**

The objectives of the Manicuring course are for students to: Acquire knowledge of laws and regulations created by California State Board of Cosmetology and Department of Consumer Affairs; Understand sterilization and sanitation procedures; Acquire knowledge of general theory relative to nail structure and chemistry; Master theory relative to practical manicuring and pedicuring procedures; Acquire the ability to perform all required practical operations with a level of performance equal to 75% which is a [C] grade or better; Acquire business management skills and techniques common to nail technicians and manicurists.

### **COURSE LICENSING REQUIREMENTS**

A Manicurist License will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring Course as described above and passed the Manicurist State Board Examination with an overall average of 75%.

### **COURSE MATERIALS**

Milady Standard Nail technology, 7<sup>th</sup> Edition – Milady Publishing Corporation

2016 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs Manicure Kit

Instructor Handouts

### **MAJOR SEGMENTS OF COURSE CONTENT:**

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

<b><u>SUBJECT</u></b>	<b>Minimum Hours Of Technical Instruction</b>	<b>Minimum Practical Operations (do not equal hours)</b>
Cosmetology Act & Board Rules & Regulations	10	
Cosmetology Chemistry	20	
Health & Safety, Hazardous Substances, HIV/AIDS	15	
Anatomy, Physiology,	20	
Disinfection & Sanitation, Bacteriology	30	120
Manicures	15	60
Pedicures	10	60
Massage & Reflexology Techniques	10	140
Advanced Pedicures	20	20
<b>Artificial Nails</b>		
Liquid & Powder Brush - on	15	100 nails
Nail Tips	10	100 nails
Nail Wraps & Repairs	15	100 nails
Nail Art	10	100 nails
Aromatherapy; Spa Therapies	10	
Business Practices	30	
Employment Preparation	25	
	<b>OTAL HOURS: 265 THEORY</b>	<b>335 PRACTICAL</b>

**LABORATORY TO INCLUDE INSTRUCTION:**

Basic operating rules for tools and equipment, station set-up and operation, mannequin care and handling, performance, patron relations and salesmanship, scientific hand and arm massage, dry, water and oil manicures including hand and arm massage, complete pedicures including foot and ankle massage, artificial nails, including liquid gel, and powder brush-on, nails tips, nails tips, nails wraps and nail repairs.

**GRADED ACTIVITIES**

Written objective examinations

Practical demonstrations and evaluations of student performance

Mock Board Assessments

**GRADING SYSTEM**

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on standard percentile basis and the percentage equated to a letter grade. Students must maintain a "C" (75%) average or better to maintain satisfactory academic status. The system detailed below is the system utilized by the school.

<b>95% - 100%</b>	<b>A Excellent</b>	<b>85% - 94%</b>	<b>B Above Average</b>
<b>75% - 84%</b>	<b>C Satisfactory</b>	<b>74% - 70%</b>	<b>D Unsatisfactory</b>
<b>Below 70%</b>	<b>F Failure</b>		

# MANICURING 400 CLOCK HOURS

## MANICURING CURRICULUM DESCRIPTION:

The 400 hours teaches the art and science of manicuring. The student will learn to perform the skills, methods and techniques of beautifying the hands through manicuring, applying artificial nails, nail wrapping and massaging. He/ She will also improve the appearance of the feet with pedicure techniques. Successful graduates will have the knowledge and skills needed to pass the required California board examination for manicurist licensure. Graduates who obtain their licenses can secure entry level manicuring positions at salon and spas.

## COURSE GOALS

The student will learn:

All phases of nail beautification - including nail tips, nail wraps and acrylics.

Knowledge of product chemistry for safety and patron protection Business practices and professional ethics in nail care.

Successful graduates will have the knowledge and skills needed to pass the California State Board Examination for licensor and to secure employment as a manicurist.

## COURSE MATERIALS

Milady Standard Nail Technology, 7<sup>th</sup> Edition - Milady Publishing corporation

2016 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs.

Basic Manicuring kit Instructor Handouts

## MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

<u>SUBJECT</u>	<b>Minimum Hours Of Technical Instruction</b>	<b>Minimum Practical Operations (do not equal hours)</b>
Cosmetology Act & Board Rules & Regulations	10	
Cosmetology Chemistry	10	
Health & Safety, Hazardous Substances, HIV/AIDS	25	
Anatomy, Physiology,	10	
Disinfection & Sanitation, Bacteriology	20	30
Manicures	30	30
Pedicures	30	30
Massage Techniques	5	80
<b>Artificial Nails</b>		
Liquid & Powder Brush - on	15	60 nails
Nail Tips	10	60 nails
Nail Wraps & Repairs	15	60 nails
Nail Art	10	20 nails
Preparation for Employment including: Professionalism, Application/Resume Development, Interview Preparation and Job search skills	15	
Additional training	25	
<b>TOTAL HOURS:</b>	<b>230 THEORY</b>	<b>170 PRACTICAL</b>

Additional training Including: professional ethics, personal hygiene, grooming, salesmanship, normal clean-up duties, keeping records, modeling, desk and reception, payroll deductions, compensation packages, obtaining employment, preparation of employment application, consumer safety, licensing requirements, business management.

## GRADED ACTIVITES

Written objective examinations

Practical demonstrations and evaluations of student performance

Mock Board Assessments

## GRADE CHART

95% - 100%	A Excellent	70% - 74%	D Unsatisfactory
85% - 94%	B Good	below 70%	F Fail
75% - 84%	C Passing		

# BARBERING 1500 CLOCK HOURS

## BARBERING CURRICULUM DESCRIPTION

Completing 1500 hours of applied effort including the following technical and operational requirements set forth by BBC, successful graduates will have the knowledge and skills needed to pass the required California state board examination for licensure and secure employment as a barber. Clipper, shears and razor cuts for men & women, shaves, color and chemical services are taught and practiced.

## COURSE GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of barbering and barber shop management

Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Barbering and principles of hair design and styling, hair goods, and hair coloring

Demonstrations by students that they have met all the state behavioral objectives prescribed for the course preparatory to state licensor examinations.

## “CROSSOVER” STUDENTS

Per BBC, effective July 1, 2015, there is no longer a Barber Crossover curriculum. Licensed cosmetologists who want a Barber License must complete 200 hours in shaving theory & practical skills.

## COURSE MATERIALS

Milady Standard Professional Barbering, 5<sup>th</sup> Edition - Milady Publishing Corporation

2016 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs Barbering kit

Instructor Handouts

## MAJOR SEGMENTS OF COURSE CONTENT

<u>SUBJECT</u>	<u>Minimum Hours of Technical Instruction</u>	<u>Minimum Practical Operations (do not equal hours)</u>
Laws, Regulation	20	
<b>Chemistry</b>	<b>20</b>	
Health and Safety	45	
Electricity	5	
Hairstyling	65	240
Hair Cutting	20	250
Shaving	100	120
Client Prep	10	
Anatomy and Physiology	15	
Disinfection and Sanitation	20	100
Scalp Manipulations & shampooing	5	20
Hair Waving and Straightening (Chemical)	40	105
Hair Coloring, Tinting & Bleaching	60	50
Men's Skin Analysis	10	
Men's Facial	25	25
Preparation for Employment including:	25	
Additional training	75	
<b>TOTAL HOURS:</b>	<b>560 THEORY</b>	<b>940 PRACTICAL</b>

## METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aides, actual on-the-floor performance of barber practices with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours the associated practical assignments and written tests.

## GRADED ACTIVITIES

Written objective examinations

Practical demonstrations and evaluations of student performance

Mock Board Assessments

## GRADECHART

95% - 100%	A Excellent	70% - 74%	D Unsatisfactory
85% - 94%	B Good	below 70%	F Fail
75% - 84%	Passing		

# SCHOOL RULES AND REGULATIONS

The following set of rules and regulations have been designed to help ensure your success, and define the areas of obligation to which both the student and staff must adhere. Any violation of the rules and regulations will result in disciplinary action, up to and including suspension, probation, and/or termination.

## I. ATTENDANCE POLICY/TIME CARDS

- A. Regular attendance plays a vital role in the successful operation of the academy and the development of our students. It is an important aspect to maintain professionalism and customer service.
- B. Students must notify their instructor if they will be unable to attend for the day, or if the student will be tardy.
- C. Students are expected to attend all sessions of the program in which they are enrolled as per their class schedules. 75% of attendance is required to maintain SAP for California Beauty Academy students.
- D. Saddleback College students will not be allowed in class until they have registered and paid for all applicable units.
- E. Absence Drop Policy - A Saddleback College student may be dropped for excessive absences when the total hours of absence exceed 10% of the total scheduled hours of the program. 90% of attendance is required for Saddleback College students.
- F. **Under no circumstances are student time cards to be removed from the school.**
- G. **Under no circumstance shall a student clock in or out for another student.**
- H. Students may not leave class without the permission of the instructor.
- I. No student is allowed to leave the building unless clocked out. Any student clocked in and is not present within the building may lose credit for the entire day, and may be subject to disciplinary action at the discretion of the instructor or school director.
- J. Lunch breaks are 30 minutes when the student schedule exceeds 6 hours. Each student may get a 15-minute break after 2 hours, and a second 15 minute-break at the 6th hour of an 8 hour day.

## II. DRESS CODE /UNIFORMS

- A. No student will be allowed to clock in and remain on campus without the proper uniform.
- B. School uniform must be worn at all times while clocked in.
- C. Clothing must be clean, pressed, black pants without any holes, and solid black shirts.

## III. PERSONAL CONDUCT

- 1. Students must complete the required hours of their program and pass all tests before being allowed to work on paying clients.
- 2. Any student who refuses customer service will be sent home.
- 3. All services must be paid for according to the institution's prices and approved by an instructor prior to beginning the service.
- 4. School products used by students during personal services must be paid for in advance and approved by the instructor.
- 5. Students are responsible to return all equipment and materials to the school after all services.
- 6. Refer any unsatisfied client to an instructor to resolve the situation.
- 7. Eating, drinking and chewing gum in work areas and classrooms are not allowed.
- 8. SMOKING is prohibited anywhere in the building. Smoking is not allowed within 20 feet of a building entrance.
- 9. No alcohol or illegal drugs are allowed on campus. Any student under the influence of such substance must clock out and seek a safe ride home. Violation of this rule may result in a student being reported to local authorities.
- 10. Sexual harassment will not be tolerated. Any incident of harassment should be immediately reported to the instructor and/or to the school director.
- 11. There are no personal phone calls allowed either while in class or working on a client. Should your family need to contact you, they may call on the school phone at (714) 633-7170.
- 12. No students are allowed behind the front desk unless they are assigned by the instructor.
- 13. Abusive, vulgar, profane language by a student is not allowed.

**STUDENT'S SERVICE PRICE LIST**-THE FOLLOWING PRICES PERTAIN TO SERVICE OF ANY KIND PERFORMED BY HAIR CALIFORNIA STUDENTS FOR WHICH THEY ARE ACCRUING OFFICIAL TIME CLOCK HOURS TOWARDS THE COMPLETION OF THEIR PROGRAM.

Perm.....	\$10.00 each
Tints.....	\$10.00 each (add \$5.00 for extra solution)
Bleach.....	\$10.00 (e.g. tips, highlights, etc.)
Foil Weave.....	\$10.00

Cap Frost..... \$10.00

Waxing..... \$ 5.00 per service

**SENIOR STUDENTS MUST BE GRANTED SPECIAL PERMISSION BY SENIOR FLOOR INSTRUCTOR TO USE NON-SCHOOL PROVIDED PRODUCTS.**

**SENIORS can work on immediate family members at a 40% discount from regular prices.**

14. Tools, equipment and working areas must be clean and sanitary at all times.
15. Soiled towels are not to be left in the salon area.
16. Practice towels will be issued with kits and students are responsible for laundering and bringing towels to class. Towels are to be kept in a clean, covered container/bag.
17. The floor must be swept immediately after cutting hair.
18. Students will refrain from gossiping, vulgarity, profanity or discussing personal matters while in school.
19. **All operations must be checked and signed by an instructor upon completion to receive credit.**
20. It is the student's responsibility to replace kit items that are lost, stolen, or deficient.
21. Students' tools and equipment must be at the school and available to work on clients at all times.
22. Students must conduct themselves in a courteous professional manner and shall not create discord among other students or staff.
23. All homework must be turned in on time for credit towards your grade.
24. Re-tests are to be done within three days at the discretion of the instructor.
25. The school is not responsible for any personal items, equipment or any other property that the student may have on the premises. All property belonging to the student that is on school premises is there at the sole risk of the student whether left in lockers or anywhere else on school property.
26. A student cheating on assignments or on a test may be terminated at the discretion of the instructor or director.
27. Cell phone usage is not allowed while on the clock and it must be on vibrate mode.
28. Social media: You are welcome to "friend" California Beauty Academy on **Facebook** and **Instagram**. Please do not post comments about or pictures of fellow students, instructors, clients or any others affiliated with Hair California Beauty Academy on your Social Media accounts without written permission.
29. Parking Lot Disclaimer: California Beauty Academy is not responsible for damages to, loss of, or thefts from vehicles parked on school premises.
30. No visitors will be permitted in the school except at the discretion of the supervisor. Persons dropping off or picking up a student are to wait outside of the school.

#### IV. **DISCIPLINARY ACTION**

1. Any violation will be addressed to the student, documented, and kept in the student file.
2. A student may be sent home and may lose credit for the entire day at the discretion of the instructor or school director.
3. A student may be suspended and/or placed on probation for a length of time at the discretion of the instructor or school director.
4. A student may be terminated at the discretion of the school director.

Rules and regulations are intended to prepare the student for the workforce, enable the student to grow and conduct themselves in a professional manner, successfully compete in the job market, maintain an active employment status, and meet deadlines that are necessary for every day's life tasks and responsibilities.



**REVISIONS**

July 10, 2014	Cosmetician and Barber course outlines updated to the latest state requirements
Dec 1, 2014	All course outlines updated, SAP policy changed and Admission requirements updated.
Dec 30, 2014	2015 updates.
Aug 5, 2015	Edits & Refund Policy updated
November 25, 2015	2016 updates and revisions
December 20, 2015	2016 revisions
January 13, 2016	Manicuring 600 hours; kit cost changes
May 6, 2016	FSA Updates
December 30, 2016	2017 updates and requirements
July 19, 2017	Tuition, School Rules and Regulations, Address for classes
August 2, 2017	Tuition, Federal Financial Aid
August 9, 2017	Instructors, Crossover Applicants, Transferring to Hair California, Tuition, Brush Up for State Board Exam, Maximum Time Frame, Federal Financial Aid
January 10, 2018	NACCAS Review Updates
July 1, 2018	Non-Accreditation revisions
August 15, 2018	BPPE Revisions
October 01, 2019,	BPPE Revisions.
November 07, 2019	School Name changes
February 19, 2020	2020 Updates
March 12, 2020	

I, \_\_\_\_\_, have read all the school rules and regulations and agree to abide by them. I have also received a copy of the school catalog.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Instructor's Signature)

\_\_\_\_\_  
(Date)