

# inspire

ACADEMY OF BARBERING & COSMETOLOGY

**445 W. Weber Ave. Suite 223 Stockton, CA 95203**  
**Student Salon (209) 910-0955 | Admissions (209) 910-0955**  
**[www.InspireABC.com](http://www.InspireABC.com) | [Info@InspireABC.com](mailto:Info@InspireABC.com)**

## **COURSE CATALOG**

**PUBLISHED 6/1/2021 VALID  
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Congratulations on taking the first step to fulfilling your dream career. Choosing a job, you love, means never working a day in your life! That's what defines your career! You're officially on your way to a new lifestyle. Let's talk! This course catalog is provided to prospective students prior to enrollment and is available in print and electronically. This catalog includes required state and federal student disclosures and it is designed to give you information about program offerings, school rules and regulations, student services, and financial information. Students may read or download the catalog from the school's website. You should thoroughly review this catalog and its contents to make an informed decision prior to enrollment. This catalog is updated annually. Inspire Academy of Barbering and Cosmetology reserves the right to change, modify, or amend information contained in this catalog during this catalog period.

Changes made to educational programs and services, procedures, or policies prior to the annual update, and as required to be included in the catalog by statute or regulation will appear at the time they are made as an insert or supplement.

### **WELCOME TO Inspire Academy of Barbering and Cosmetology**

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

We continue this process through preparation for the state-licensing exam, to job search, career assistance and beyond.

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

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.

### **OUR MISSION**

Inspire Academy is passionately committed to developing the fundamentals, techniques, knowledge and mastery skills, to prepare future professionals with the business etiquette and fiscal responsibility necessary for success in their careers. We strive to deliver a career-shaping curriculum by cultivating an inspirational lifestyle, through an innovative private postsecondary education, in an artistic and inspiring setting.

## OUR OBJECTIVES

- Produce skilled and knowledgeable professionals who are prepared with the necessary fundamentals to enter the Beauty and Barbering industries.
- Create the best learning environment possible by emphasizing personal progress, individualized attention, and progressive teaching methods.
- Support each student in achieving his or her own professional aspirations.
- Assist graduates to become employed in the technical areas for which they have been prepared.
- Respond to the requests of the industry for specific training needs and education programs.
- To evaluate and revise our educational programs when necessary to the benefit of our students.
- Prepare our students to successfully complete their exams for licensure in the State of California.
- Prepare our successful graduates to function at an entry level in the fields of Cosmetology, Barbering, Esthetician and Manicuring in positions such as: Barber, Hair Stylist, Colorist, Make-Up Artist, Manicurist. Through the benefit of practice and experience they may progress to become Salon Managers, Salon Owners, Cosmetology, Barbering, Esthetician and Manicuring Educators, Platform Artists, Academy Directors or Owners.

## INSPIRE ACADEMY OWNERS



Inspire Academy of Barbering and Cosmetology, Inc. is owned by Rondell and Devon Dean. Mr. Dean is the prevalent Master Barber and Certified Educator turned Designer behind the brands Inspire Academy and Dean & Co. With more than 20 years' experience, Rondell still enjoys and appreciates the lifestyle of a barber. Rondell has secured a steady clientele, throughout the many years, who appreciate his keen sense of style. His willingness to stay current with new barbershop phases and trends as well as his ability to remain true to the classic cuts bodes well for anyone wishing to look their very best. Rondell is not just stuck in one frame of mind when it comes to styling. He embraces diversity and has a reputation of providing just what his clients want. Born in Indiana and raised in Sacramento, CA, Rondell resides in Elk Grove with his wife and five children. In Rondell's free time, he enjoys photography,

videography, and traveling with his family. When he is not at the academy or in the barbershop, you might find him volunteering his time in the basketball circuit. Extending his good fortune in life to reach others who might be facing hurdles has always been his passion. Mrs. Dean is the popular staffing coach turned entrepreneur behind the brands Inspire Academy and ShareSTAFF. With more than 20 years' experience, Devon still enjoys the thrill of collaboratively solving a variety of human resource challenges. She is obsessed with innovating new ways of creating workforce solutions that are absurdly useful and effective. No matter what hat she's wearing, her goal is simple – to empower organizations and thought leaders to differentiate themselves and drive measurable results with game-changing talent. Devon's goal is to deliver the leadership to move her student partners forward - a pathway to steady growth, fresh thinking, and unprecedented success. Her expertise covers an impressive range of industries and disciplines, knowledge, and insight. Beyond the Academy, she also excels in the very specialized category of Federal, State, and local government compliance and contracting. Born in Florida and raised in Northern California's Valley, Devon resides in Elk Grove with her husband and five children. When she is not in the office, Devon volunteers her spare time to non-profit agencies by hosting job talks, leading workshops and raising

funds to lift disadvantaged youth of Sacramento, San Joaquin and Stanislaus counties.

### ADMISSION POLICY & PROCEDURES

All programs are currently taught in English. As a prospective student, you are required to visit the Inspire Academy campus before enrolling. The purpose of the scheduled campus visit is to discuss your education and career plans with an Admissions Specialist. Following your visit, an application can be obtained and submitted through our website. This process allows prospective students to evaluate Inspire Academy, our programs, and our educational philosophy to ensure expectations are mutually beneficial and an overall good fit for both parties.

We strive to ensure prospective students are immediately set up for success. It is our policy to enroll responsible individuals who have the aptitude and ability to learn, benefit from and find employment in their prospective program of study. 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.

Applicants are required to review this catalog and must meet specific requirements prior to being accepted into a program and signing an enrollment agreement. **PRIOR TO SIGNING AN ENROLLMENT AGREEMENT, APPLICANTS MUST:**

1. Be 17 years of age or older.
  - a. Photo identification (e.g., valid Driver's License, Government Issued Identification Card, Passport or Military I.D.) will be required.
2. Successfully completed high school or its equivalent.
  - a. A copy of the high school diploma, GED certificate, or official transcripts showing high school completion will be required. If applicable, evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma will be required.
3. Visit and tour the campus.
4. Meet with an Admissions Representative for a one-on-one personalized consultation.
5. Complete and submit an Enrollment Application Form and pay the \$100 application fee through our website. This application fee is non-refundable.
6. Social security card or, for eligible non-citizen applicants, alien documentation (e.g., valid green card).
7. Agree to personalized payment terms.

### **INTERNATIONAL STUDENTS**

For enrollment of non-immigrant, foreign students – Information on foreign student application procedures is available through the Inspire Academy Enrollment Office. Inspire Academy will certify a foreign student's enrollment status on an accepted student visa application, but no other visa or housing services are offered by Inspire Academy. There is a processing fee of \$500 for these services. International students do not qualify to take the state-licensing exam unless they possess a valid Social Security Number or an Individual Taxpayer Identification Number (ITIN). Inspire Academy will not vouch for student status.

## **TRANSFER STUDENTS**

Inspire Academy does not admit students based on challenge examinations or achievement tests. Students desiring to obtain transfer credit must provide an Official Proof of Training Document from a licensed California beauty school. An out-of-state transfer student must have an evaluation from the California State Board of Barbering and Cosmetology granting the student the equivalent California hours. It is the student's responsibility to obtain the state's credit evaluation. Acceptance of transfer hours is at the complete discretion of the Academy Director. NOTE: The School does not accept transfer students who have completed 60 percent or more of their course hours. An outgoing student will receive an "Official Proof of Training" Document crediting hours completed. All prospective transfer students must meet with the school Director for admissions approval. All transfer students will be evaluated based upon the school's freshman curriculum to determine their proper status prior to working on the clinic floor. Inspire Academy does not award credit for prior experiential learning.

In the event another school in the area closes, Inspire Academy will, at its discretion, accept more than the above referenced hours for a period of 6 months following the school's closure. Inspire Academy will only consider granting credit for prior hours during the enrollment process. Credit for prior hours will not be granted after an enrollment contract has been signed.

If an applicant is transferring from another state or from another country, they must first contact California's Board of Barbering and Cosmetology (BBC) and apply for approval of their hours from their previous school. The documents required for this process can be found on the California BBC website ([www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)). The California BBC will then issue a letter indicating the credit it has approved for the hours taken at the previous school along with any other requirements. Failure to provide the required documentation of previous training in either circumstance prior to enrollment will result in not being able to apply those hours to your enrollment at Inspire Academy.

The transfer cost for tuition for all programs is \$15.00 per hour; this does not include the cost of a complete and current Inspire Academy student kit. Students will be charged the above hourly rate for the total amount of hours required for course completion and a Non-Refundable Application fee of \$100.00. Students will be required to take a placement test and then Director and Director of Education will decide on how many hours will transfer. There is a \$300 fee for the testing

Notice Concerning Transferability of Credits and Credentials:

The transferability of credits you earn at Inspire Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the proof of training you earn in any Inspire Academy program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma you earn at this Academy is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this Academy will meet your educational goals. The transferability of hours and courses completed at Inspire Academy is likely to vary between California based Cosmetology schools and out-of-state schools. Inspire Academy does not have an articulation agreement with any college or university. All financial needs are to be met to receive proof of training. If you transfer to another cosmetology school, they may accept most of your hours; however, if you transfer to a degree completed the required hours (based on the program) and the state required curriculum. A license will be granted to those scoring 75% or higher on the exam.

## **CAREER OPPORTUNITIES**

Welcome to the exciting world of Beauty & Wellness. As a licensed Cosmetologist, Barber, Esthetician, or Nail Tech your future career opportunities will be rich and varied.

Our Programs are designed to fit and prepare students for employment in the beauty and wellness field which can include the following occupations and job title.

### **CAREER PLACEMENT**

Our mission surrounding job placement is as simple today as it was when we first opened our doors: To bring talented people and great organizations together. This drive to connect people and make them successful is what we mean when we say — It's a lifestyle. Inspire Academy coordinates placement programs with local and national salons by inviting salon owners and guest artists to teach and speak at our Academy. Tell us your career goals, work environment preferences, and interests. We speak your language and understand how to present opportunities that showcase your unique talents, fit your personality, and allow you to take the next right step in your career.

We are committed to your education and future career. Assistance in finding employment through salon visits, employer presentations, and promotion will be provided. We will also assist all students with salon placement by using our relationships with salons and spas. Career guidance is readily available.

Externships Requirements

At this time Inspire Academy is not offering externships.

### **PROGRAMS OF STUDY**

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

Main Campus Address:

445 West Weber Ave Ste. 223 Stockton, CA 95203

### **BARBER COURSE OVERVIEW**

Clocked Course Hours: 1250

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

1. Freshmen Instruction: The first 300-350 hours are devoted to classroom workshops where students learn foundational principles, technical information, and professional practices and sanitation.

Shop Classroom/Shop Floor Learning Experience: The remaining 950-900 hours are spent in the shop



classroom and the shop floor area where practical hands-on experience is gained.

### BARBER COURSE OUTLINE

1. The Freshmen Classroom:

Your Freshmen Classroom time for the first 300-350 hours will be guided with individual attention and group learning experiences using periodic evaluations developed specifically for monitoring your progress. Your classroom time is divided into five (5) areas: cutting, shaving, hairstyling, coloring, texture. Classroom Learning Experiences may also include retail, motivation, self-improvement, professional development, and attendance education which may be conducted by an instructor, non-licensed staff member, or guest artist.

2. The Shop Floor Experience:

You will spend your last 950-900 hours at Inspire Academy in a real “barbershop environment “by acting and working like a true barbershop professional! You will be working on paying customers to prepare you for your future as a barber!

3. The Senior Experience:

In addition to working on the shop floor, students in their last 200 hours will be focusing on State Board, with mock State Board classes happening once a week and theory review occurring daily. Lessons and projects centered around working behind a chair and learning how to be a professional are also occurring at this time.

The curriculum for students enrolled in the Barber program consists of 1250 clock hours of Technical Instruction and Practical Training, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of barbering from techniques in hair, skin care to business skills, and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Description	Theory Hours	Practical Application
Laws and Regulations	50	0
Health and Safety	50	0
Disinfection and Sanitation	100	100
Hairstyling	50	100
Permanent Waving/Chemical Straightening	30	35
Hair Coloring and Bleaching	70	65
Hair Cutting	50	100
Shaving Preparation & Performance	100	100

Specific Program Graduation Requirements:

In addition to meeting the basic Inspire Academy graduation requirements, students are required to

successfully complete the 1250 clock hours of barber training described above.

The instructional program of Inspire Academy meets or exceeds these requirements above. Exceeds means that during the course of your training you may complete more services than what is listed, however no additional hours, over the 1250 are required by the Board of Barbering and Cosmetology (BBC).

Students enrolled in our Barber Program are preparing for an entry-level position as a barber, stylist, hair cutting or coloring specialist, manager or a future owner at a barber shop or salon, as well as entry level styling positions in television, film or fashion.

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

Job opportunities for Barbers include, but are not limited to:

- ✓ Master Barber
- ✓ Color Specialist
- ✓ Barbershop Manager
- ✓ Business Owner
- ✓ TV, Film or Theater Barber
- ✓ Educator
- ✓ Cruise Ship Barber

S.O.C Codes 39-5011 Barbers Provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves.

**Student Kits:** Items are subjected to change at any time.

#### **BARBER COURSE SCHEDULE FULL-TIME**

The 1250 hours full-time programs last 36-42 instructional weeks, depending on the schedule selected. Thirty-minute clocked lunches are taken for schedules that exceed 6 hours.

Daily Schedule: Monday – Friday, 9:00am – 4:30pm (36 instructional weeks) Evening

Schedule: Monday – Friday, 4:00pm – 10:00pm (42 instructional weeks)

#### **PART-TIME**

The 1250 hours part time programs last 42-63 instructional weeks, depending on the schedule selected.

Daily Schedule: Monday – Friday, 9:00am – 3:30pm (42 instructional weeks)

Evening Schedule: Monday – Friday, 6:00pm – 10:00pm (63 instructional weeks)

**Fast Tracking:** Fast tracking is a privilege. Students can fast track after 800 clocked hours. Student needs to have an 80% passing rate on test and attendance. Students need to be up to date with all assignments. Students are required to pass a State Board Prep Practical and Written test with 80% or higher. Student is required to apply effort at all times. Fast tracking can be stopped at any time if the student is not in complying with the requirements. Student can only Fast track for 6 weeks. Students will be approved on an individual basis. Fast tracking hours

must be approved by a director. Students will need to sign a contract addendum a week prior to starting fast tracking.

## COSMETOLOGY COURSE OVERVIEW

Clocked Course Hours: 1500

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

1. Theory (Classroom) Instruction: The first 300-350 hours are devoted to classroom workshops where students learn foundational principles, technical information, and professional practices and sanitation.
2. Salon Classroom/Salon Floor Learning Experience: The remaining 1,200-1,150 hours are spent in the salon classroom and the salon floor area where practical hands-on experience is gained.

### **COSMETOLOGY COURSE OUTLINE**

Your time at the Academy for the cosmetology program will be divided into four segments which include:

1. The Freshmen Classroom:

Your Freshmen Classroom time for the first 300-350 hours will be guided with individual attention and group learning experiences using periodic evaluations developed specifically for monitoring your progress. Your classroom time is divided into six (6) areas: cutting, coloring, texture, makeup, skin, and nails. Classroom Learning Experiences may also include retail, motivation, self-improvement, professional development, and attendance education which may be conducted by an instructor, non-licensed staff member, or guest artist.

2. The Salon Floor Experience:

You will spend your last 1,200-1,150 hours at Inspire Academy in a real “salon environment” by acting and working like a true salon professional! You will be working on paying customers to prepare you for your future as a cosmetologist!

3. The Senior Experience: -

In addition to working on the salon floor, students in their last 200 hours will be focusing on State Board, with mock State Board classes happening once a week and theory review occurring daily. Lessons and projects centered around working behind a chair and learning how to be a professional are also occurring at this time.

Description	Theory Hours	Practical Application
Laws and Regulations	50	0
Health and Safety	50	0
Disinfection and Sanitation	100	100

Hairstyling	50	100
Permanent Waving/Chemical Straightening	30	35
Hair Coloring and Bleaching	70	65
Hair Cutting	50	100
Manual, Electric and Chemical Facials	100	50

Eyebrow Beautification and Makeup	25	25
Manicuring and Pedicuring	35	10
Artificial Nails and Wraps	35	20

**Specific Program Graduation Requirements:**

In addition to meeting the basic Inspire Academy graduation requirements, students are required to successfully complete the 1500 clock hours of cosmetology training described above.

The instructional program of Inspire Academy meets or exceeds these requirements above. Exceeds means that during the course of your training you may complete more services than what is listed, however no additional hours, over the 1500 are required by the Board of Barbering and Cosmetology (BBC).

Students enrolled in our Cosmetology Program are preparing for an entry-level position as a hair designer, stylist, hair cutting or coloring specialist, manager or a future owner at a salon or spa, as well as entry level styling positions in television, film or fashion.

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

Job opportunities for Cosmetologists include, but are not limited to:

- ✓ Master Stylist
- ✓ Color Specialist
- ✓ Salon/Spa Manager
- ✓ Business Owner
- ✓ TV, Film or Theater Barber
- ✓ Editorial or Session Stylist
- ✓ Educator
- ✓ Cruise Ship Stylist

**S.O.C Codes 39-5012 Hairdressers, Hair Stylists, and Cosmetologists**

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

**Student Kits:** Items are subjected to change at any time.

**COSMETOLOGY COURSE SCHEDULE FULL-TIME**

The 1500 hours full-time program lasts 43-50 instructional weeks, depending on the schedule selected. Thirty-minute clocked lunches are taken for schedules that exceed 6 hours.

Daily Schedule: Monday – Friday, 9:00am – 4:30pm (43 instructional weeks) Evening

Schedule: Monday – Friday, 4:00pm – 10:00pm (50 instructional weeks)

**PART-TIME**

The 1500 hours part-time program lasts 50-75 instructional weeks

Daily Schedule: Monday – Friday, 8:30am-3:00pm OR 9:00am – 3:30pm (50 instructional weeks)

Evening Schedule: Monday – Friday, 6:00pm – 10:00pm (75 instructional weeks)

**Fast Tracking:** Fast tracking is a privilege. Students can fast track after 1100 clocked hours. Student needs to have an 80% passing rate on test and attendance. Students need to be up to date with all assignments. Students are required to pass a State Board Prep Practical and Written test with 80% or higher. Student is required to apply effort at all times. Fast tracking can be stopped at any time if the student is not in complying with the requirements. Student can only Fast track for 6 weeks. Students will be approved on an individual basis. Fast tracking hours must be approved by a director. Students will need to sign a contract addendum a week prior to starting fast tracking.

### ESTHETICIAN COURSE OVERVIEW

Clocked Course Hours: 600

The course is divided into 2 sections: Theory Classroom Instruction, and the Salon Classroom Learning Experience and the Salon Floor Experience!

#### ESTHETICIAN COURSE OUTLINE

Your time at the Academy for the esthetician program will be divided into two segments which include:

1. **Theory Classroom Instruction:** The first 250-hours are devoted to classroom workshops where students learn foundational principles, technical information, professional practices and disinfection and sanitation.
2. **Salon Classroom Learning Experience:** The remaining 350 -hours are spent in the salon classroom area where students will continue theory while instructional practical experience is gained as well as on the salon floor working on paying clients.

#### ESTHETICIAN PROGRAM

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

Description	Theory Hours	Practical Application
Laws and Regulations	50	0
Health and Safety	50	0
Disinfection and Sanitation	100	100
Manual, Electrical and Chemical Facials	70	140
Waxing	30	50
Eyebrow Beautification and Lashes	25	100
Makeup	20	40

### Specific Program Graduation Requirements:

In addition to meeting the basic Inspire Academy graduation requirements, students are required to successfully complete 600 clock hours of esthetician training as described above.

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

Students enrolled in our Esthetician program are preparing for an entry-level position as an esthetician, skin care specialist, manager or a future owner of a salon or spa, as well as product or sales representative, television, film or fashion makeup artist, beauty industry specialist, skincare platform artist, or Esthetician training specialist.

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

Job opportunities for Estheticians include, but are not limited to:

- ✓Day Spa Manager
- ✓Business Owner
- ✓Waxing Technician
- ✓ Medical Spa
- ✓ Dermatology Clinic
- ✓International Hotel Spa
- ✓Plastic Surgery Office
- ✓Mobile Spa
- ✓Hospital Cancer Treatment Centers
- ✓Makeup Artistry
- ✓TV, Film or Theater Artist
- ✓Sales & Education

S.O.C Code: 39-5094 Skincare Specialists

Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists. Illustrative examples: Medical Esthetician, Facialist

**Student Kits:** Items are subjected to change at any time.

### ESTHETICIAN COURSE SCHEDULE PART-TIME

Daily Schedule: Monday – Wednesday, 9:00am – 3:30pm (33 instructional weeks)

**Fast Tracking:** Fast tracking is a privilege. Students can fast track after 450 clocked hours. Student needs to have an 80% passing rate on test and attendance. Students need to be up to date with all assignments. Students are required to pass a State Board Prep Practical and Written test with 80% or higher. Student is required to apply effort at all times. Fast tracking can be stopped at any time if the student is not in complying with the requirements. Student can only Fast track for 6 weeks. Students will be approved on an individual basis. Fast tracking hours must be approved by a director. Students will need to sign a contract addendum a week prior to starting fast tracking.

## MANICURING COURSE OVERVIEW

Clocked Course Hours: 400

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

### MANICURING COURSE OUTLINE

1. **Theory Classroom Instruction:** The first 35 hours are devoted to classroom workshops, where students learn manicuring principles, technical information, professional practices and disinfection and sanitation.
2. **Salon Classroom Learning Experience:** The remaining 365 hours are spent in the salon classroom area where students will continue theory instruction practical experience is gained.

### MANICURING PROGRAM

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

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

Description	Theory Hours	Practical Application
Health and Safety	50	0
Laws and Regulations	50	0
Disinfection and Sanitation	50	50
Manicuring and Pedicuring	25	15/10
Nails- Tips, Wraps and Artificial	50	225

Specific Program Graduation Requirements:

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

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

Students enrolled in our Manicuring Program are preparing for an entry-level position as a nail technician in a salon, spa or resort hotel as well as for the television, film or fashion industries



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

Job opportunities for Nail Technicians include, but are not limited to:

- ✓Nail Technician
- ✓Business Owner
- ✓Salon Manager
- ✓Mobile Salon
- ✓TV, Film or Theater Nail Technician
- ✓Sales & Education
- ✓Cruise Ship Nail Technician

S.O.C. Code 39-5092 Manicurists and Pedicurists

Clean and shape customers' fingernails and toenails. May polish or decorate nails. Illustrative examples: Nail Technician, Fingernail Sculptor.

**Student Kits:** Items are subjected to change at any time.

#### **MANICURING COURSE SCHEDULE PART**

##### **TIME**

Evening Schedule: Tuesday – Thursday, 5:00pm – 10:00pm (27 instructional weeks)

**Fast Tracking:** Fast tracking is a privilege. Students can fast track after 240 clocked hours. Student needs to have an 80% passing rate on test and attendance. Students need to be up to date with all assignments. Students are required to pass a State Board Prep Practical and Written test with 80% or higher. Student is required to apply effort at all times. Fast tracking can be stopped at any time if the student is not in complying with the requirements. Student can only Fast track for 6 weeks. Students will be approved on an individual basis. Fast tracking hours must be approved by a director. Students will need to sign a contract addendum a week prior to starting fast tracking.

#### **BARBER CROSSOVER COURSE OVERVIEW**

Clocked Course Hours: 200

The course is divided into 2 areas of learning; Theory Classroom Instruction, Shop Classroom and Shop Floor learning experiences!

1. Theory (Classroom) Instruction: The first 30 hours are devoted to classroom workshops where students learn foundational principles, technical information, and professional practices and sanitation.
2. Shop Classroom/Shop Floor Learning Experience: The remaining 170 hours are spent in the shop classroom and the shop floor area where practical hands-on experience is gained.

#### **BARBER CROSSOVER COURSE OUTLINE**

3. The Basics:

A 30-hour orientation, known as the “The Basics”, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Basics prior to attending regularly scheduled daily classes in shaving, preparation and performance.

3. Shop Classroom Learning Experience:

Your shop classroom time from 30 to 200 hours will be guided with individual attention and group learning experiences using periodic evaluations developed specifically for monitoring your progress.

The curriculum for students enrolled in the Barber Crossover program consists of 200 clock hours of Technical Instruction and Practical Training, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of barbering from techniques in hair, skin care to business skills, and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Description	Theory Hours	Practical Application
Shaving Preparation & Performance	100	100

Specific Program Graduation Requirements:

In addition to meeting the basic Inspire Academy graduation requirements, students are required to successfully complete the 200 clock hours of barber crossover training described above.

The instructional program of Inspire Academy meets or exceeds these requirements above. Exceeds means that during the course of your training you may complete more services than what is listed, however no additional hours, over the 200 are required by the Board of Barbering and Cosmetology (BBC).

Students enrolled in our Barber Crossover are preparing for an entry-level position as a barber, stylist, hair cutting or coloring specialist, manager or a future owner at a barber shop or salon, as well as entry level styling positions in television, film or fashion.

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

Job opportunities for Barbers include, but are not limited to:

- ✓ Master Barber
- ✓ Color Specialist
- ✓ Barbershop Manager
- ✓ Business Owner
- ✓ TV, Film or Theater Barber
- ✓ Educator

## ✓Cruise Ship Barber

S.O.C Codes 39-5011 Barbers Provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves.

**Student Kits:** Items are subjected to change at any time.

### **BARBER CROSSOVER COURSE SCHEDULE FULL-TIME**

The 200 hours full-time program lasts 5.5-7 instructional weeks, depending on the schedule selected.

Thirty-minute clocked lunches are taken for schedules that exceed 6 hours.

Daily Schedule: Monday – Friday, 9:00am – 4:30pm (5.5 instructional weeks)

Evening Schedule: Monday – Friday, 4:00pm – 10:00pm (7 instructional weeks)

### **PART-TIME**

The 200 hours part-time program lasts 10-15 instructional weeks

Daily Schedule: Monday – Friday, 9:00am – 3:30pm (7 instructional weeks)

Evening Schedule: Monday – Friday, 6:00pm – 10:00pm (10 instructional weeks)

**Accelerated hours/ Fast tracking:** Required attendance needs to be at 80% all test and practical need to be up to date. Students will be approved on an individual basis. Accelerated hours/Fast tracking hours must be approved by a director.

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### **COSMETOLOGY CROSSOVER COURSE OVERVIEW**

Clocked Course Hours: 300

The course is divided into 2 areas of learning; Theory Classroom Instruction, Salon Classroom and Salon Floor learning experiences!

1. Theory (Classroom) Instruction: The first 60 hours are devoted to classroom workshops where students learn foundational principles, technical information, and professional practices and sanitation.
2. Salon Classroom/Salon Floor Learning Experience: The remaining 240 hours are spent in the salon classroom and the salon floor area where practical hands-on experience is gained.

Your time at the Academy for the cosmetology crossover program will be divided into four segments which include:

#### **1. The Basics:**

A 60-hour orientation, known as the “The Basics”, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Basics prior to attending regularly scheduled daily classes in nails and skin care.

#### **2. Salon Classroom Learning Experience:**

Your salon classroom time from 60 to 300 hours will be guided with individual attention and group learning experiences using periodic evaluations developed specifically for monitoring your

progress.

### COSMETOLOGY CROSSOVER PROGRAM

The curriculum for students enrolled in the Cosmetology Crossover program consists of 300 clock hours of Technical Instruction and Practical Training, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of cosmetology from techniques in hair, makeup, skin care and manicuring to business skills, and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Description	Theory Hours	Practical Application
Manual, Electric and Chemical Facials	100	50
Eyebrow Beautification and Makeup	25	25
Manicuring and Pedicuring	35	10
Artificial Nails and Wraps	35	20

Specific Program Graduation Requirements:

In addition to meeting the basic Inspire Academy graduation requirements, students are required to successfully complete the 300 clock hours of cosmetology training described above.

The instructional program of Inspire Academy meets or exceeds these requirements above. Exceeds means that during the course of your training you may complete more services than what is listed, however no additional hours, over the 300 are required by the Board of Barbering and Cosmetology (BBC).

Students enrolled in our Cosmetology Crossover Program are preparing for an entry-level position as a hair designer, stylist, hair cutting or coloring specialist, manager or a future owner at a salon or spa, as well as entry level styling positions in television, film or fashion.

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

Job opportunities for Cosmetologists include, but are not limited to:

- ✓ Master Stylist
- ✓ Color Specialist
- ✓ Salon/Spa Manager
- ✓ Business Owner
- ✓ TV, Film or Theater Barber
- ✓ Editorial or Session Stylist
- ✓ Educator

## ✓Cruise Ship Stylist

S.O.C Codes 39-5012 Hairdressers, Hair Stylists, and Cosmetologists

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

**Student Kits:** Items are subjected to change at any time.

### **COSMETOLOGY CROSSOVER COURSE SCHEDULE FULL-TIME**

The 300 hours full-time program lasts 8.5-10 instructional weeks, depending on the schedule selected. Thirty-minute clocked lunches are taken for schedules that exceed 6 hours.

Daily Schedule: Monday – Friday, 9:00am – 4:30pm (8.5 instructional weeks)

Evening Schedule: Monday – Friday, 4:00pm – 10:00pm (10 instructional weeks)

### **PART-TIME**

The 300 hours part-time program lasts 10-15 instructional weeks

Daily Schedule: Monday – Friday, 9:00am – 3:30pm (10 instructional weeks) Evening

Schedule: Monday – Friday, 6:00pm – 10:00pm (15 instructional weeks)

**Accelerated hours/ Fast tracking:** Required attendance needs to be at 80% all test and practical need to be up to date. Students will be approved on an individual basis. Accelerated hours/Fast tracking hours must be approved by a director.

### **POLICY ON DISTANCE EDUCATION**

1. Each student participating in the distance education program will be assessed, prior to admission, in order to determine whether they have the skills and competencies to succeed in a distance education environment.
2. Interaction with the instructor while engaged in the academic programs will be validated by measurable participation in the online program.
3. Assessments that will be used for calculating the student's GPA must be executed while the student is physically on campus. (This requirement may be lifted during periods of natural disaster.)
4. Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.
5. The Inspire Academy online education program consists of three days of onsite instruction and two days of online instruction every week. Online students will receive test scores with written comments on a weekly basis. In person teacher/student evaluations will be conducted every thirty days.
6. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam to include any applicable competencies required by the State licensure agency

prior to graduation from the program.

7. All transcripts or other documents, (official or unofficial), listing academic attainment received will identify the distance education component.

8. Prior to enrollment, students will be provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure will be placed in the student file.

## **Inspire Academy of Barbering and Cosmetology will not be offering Distance Education at this time.**

### **GRADING SYSTEM AND EVALUATIONS**

Regardless of which Inspire Academy program you choose, your academic progress will be measured according to the grading system below.

Theory: Theory or Technical Instruction is the instruction students receive through demonstration, lecture, classroom participation and examination.

Theory work will be graded as follows:

Grade	Level
A = 90% to 100%	Excellent
B= 80% to 89%	Good
C= 70% to 79%	Satisfactory
F= 0% to 69%	Failing

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

Practical Training work will be graded as follows:

Grade	Level
A = 90% to 100%	Excellent
B= 80% to 89%	Good
C= 70% to 79%	Satisfactory
F= 0% to 69%	Failing

Attendance: Students must attend a minimum of 67% of their scheduled hours in order to maintain Satisfactory Academic Progress (SAP).

### **GRADUATION REQUIREMENTS**

In order to graduate, each student must maintain a minimum grade of 70% in Theory tests and 70% in Practical Assessment evaluations, as well as completing the minimum technical hours and practical

operations as mandated by the Board of Barbering and Cosmetology. Inspire Academy students receive a diploma for their program of study once they have completed their program's required clock hours, practical operations and technical hours, and provided they have passed all Theory exams and Practical Training assessments with satisfactory grades or higher. Please refer to individual program listings for any program specific graduation requirements, **all** financial obligations with Inspire Academy must be met, or arrangements made, prior to the release of final documents.

### **INSTITUTIONAL REFUND POLICY**

A student may withdraw from Inspire Academy at any time after the cancellation period (described below in Student's Right to Cancel) and receive a pro-rata refund within 45 days of withdrawal if you have completed 60% or less of the program, which is based on scheduled hours up through the last day of attendance. Your refund will not include your application fee, STRF fee, student kit, smock, MindTap Textbook Bundle, or NL Education Chromebook. For the purposes of determining a refund under this section, a student's official cancellation or withdrawal shall occur on the earlier of the dates of any of the following circumstances:

- A student's application is denied the applicant will be entitled to a full refund excluding the application fee.
- The student notifies Inspire Academy of the student's intent to withdraw in writing.
- Inspire Academy terminates the student's enrollment for failure to maintain Satisfactory Academic Progress; failure to abide by the conduct policy or rules, failure to abide the Attendance Policy and/or failure to meet financial obligations.
- The student has failed to attend class for 14 calendar days.
- Failure to return from a Leave of Absence (LOA).
- A student is expelled from the school.

The date of the student's withdrawal shall be the earlier of the scheduled date of return from the Leave of Absence or the date the student notifies Inspire Academy that the student will not be returning. All refunds are calculated based on the student's last date of attendance and are based on scheduled hours in the payment period, not actual hours attended in the payment period.

If the student's tuition was paid from proceeds of a loan or third party directly to Inspire Academy, the refund shall be sent to the lender, third party or to the state or federal agency that guaranteed the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the number of benefits received, and any remaining amount shall be paid to the student.

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

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

### **STUDENT'S RIGHT TO CANCEL:**

1. The student has the right to cancel and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.
2. After the end of the cancellation period, you also have the right to stop at any time, and you have the right to receive a pro-rata refund if you have completed sixty (60) percent or less of scheduled clock hours in the payment period.
3. Cancellation occurs when the student gives written notice of cancellation to Inspire Academy 4. The cancellation date will be determined by the postmark date, if mailed, or the delivery date if delivered or electronically sent.
5. This written notice need not take any form; it needs only to state you wish to cancel your enrollment agreement. If a student is rejected for training or if a course is cancelled, the student will receive a refund of all monies paid.
6. If the Enrollment Agreement is cancelled before the seven-day cancellation period, Inspire Academy will refund the student any money he/she paid, less application fee of \$100 and less any cost for books/tools/supplies that the student has received (signed for). REMEMBER: You must cancel in writing. You do not have the right to cancel by telephone.

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

### **STUDENT SERVICES**

1. Student Advising: To help students achieve their fullest personal development and make the best use of Inspire Academy's educational resources, we offer guidance and advice beginning with your first admissions interview. Faculty and administrative staff will continue to be available for guidance throughout your enrollment at Inspire Academy and beyond. Your success is our purpose.
2. Career Services: From your first day in class, the services of our Career Services Department are available to assist students with their career development and entry-level job opportunities. Inspire Academy Career Services personnel provide students with job placement assistance, in addition to in-school workshops on resume writing, interview skills and customer service skills. Career Resources Include:
  - Professional Industry Speakers
  - Workshops in resume writing, portfolio building, interview strategies, customer service skills and building a client base.
  - Milady Online Licensing Exam Preparation.
  - Job Listings: Our Academy maintains updated job postings.
  -

NOTE: Inspire Academy cannot *guarantee* employment, but we have garnered a reputation in our community and earned the respect of local industry professionals who regularly connect with Inspire Academy graduates.

### **2022 ACADEMY CLOSURE DATES**



<b>DATE</b>	<b>EVENT</b>
Friday, January 1, 2022	New Year's Day
Monday, January 17, 2022	Martin Luther King Day
Monday, February 21, 2022	Presidents Day
Friday, April 15, 2022- Monday, April 18, 2022	Spring Break
Monday, May 30, 2022	Memorial Day
Monday, July 4, 2022-Friday, July 15, 2022	Summer Break
Monday, September 5, 2022	Labor Day
Thursday, November 24, 2022	Thanksgiving Day
Friday, November 25, 2022	Black Friday
December 26, 2022 - January 6, 2023	Winter Break

Course start dates are every Monday unless it falls on a holiday, with the exception of the Manicuring class that starts every Tuesday.

### **ORIENTATION**

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

### **NON-DISCRIMINATION POLICY**

In compliance with federal, state, and local government requirements, Inspire Academy does not discriminate against any individual on the basis of age, sex, race, color, religion, national and ethnic origin, handicap or sexual orientation in the administration of its educational programs, school-administered programs and publications, or employment practices. Inspire Academy follows the requirements established by the Americans with Disabilities Act. Inspire Academy does not discriminate against qualified individuals with disabilities. Inspire Academy does provide reasonable accommodation for the known disability of a qualified applicant, student, client, or employee except when the accommodation imposes an undue hardship on the school, fellow employees or fellow students.

### **ACCESS TO STUDENT FILE AND SCHOOL RECORDS**

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

#### Retention of Records

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

Transcripts are maintained permanently.

There is a charge of \$75.00 for each requested transcript. Parents (legal guardians) or eligible students may obtain additional copies of documents for a fee of \$4.00 per copy.

Student school records are safeguarded and maintained in fireproof file cabinets. Student academic records are kept in files located in the Director of Education's office.

#### Disclosure of Records

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

#### Students right to gain access to their files:

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

#### UNDER THE INFLUENCE

Any student who possesses or who is determined to be under the influence of alcohol or drugs while at school will be sent home and subject to termination. If it is determined that you have been under the influence, you may be sent to get a drug test at your own expense within 24 hours. Reinstatement is at the discretion of the Director of the school. We are a drug free campus.

#### **FAMILY EDUCATION RIGHT TO PRIVACY ACT POLICY (FERPA)**

The policy of Inspire Academy of Barbering and Cosmetology is to maintain confidentiality of information entrusted to it by students, prospective students or guardians of dependent minors. Therefore, prior to the release of information, a written Authorization of Release of Information form (in writing) must be on file with: Inspire Academy of Barbering and Cosmetology 445 W. Weber Ave. Suite 223 Stockton, CA 95203.

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

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

1. School officials with legitimate educational interest.
2. Other schools to which a student is transferring.

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

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

### **STUDENT HOUSING**

Inspire Academy does not have dormitory facilities, therefore, does not provide housing. However, there are several low-cost apartment buildings nearby within walking distance or easily reached by the local bus service. Rental rates for a one-bedroom apartment range from \$700 to \$1200 per month. Students seeking admissions may request a list of nearby apartments. Enrolled students will find posted on the Student Bulletin Board. However, the academy is not responsible for securing or honoring any lease agreements entered into by its students.

### **STUDENT ATTENDANCE**

When it comes to student success, attendance is the key. Regular attendance not only ensures that you graduate on time but also ensures that you acquire the knowledge and experience that you need to achieve your goals. Day and evening classes begin at specific, predesignated times based on your program. The Admissions Advisor or School Registrar will inform each student of their published class schedule. Our guidelines for student attendance are as follows:

1. Daily attendance is required for a successful education. If an absence is unavoidable, you are required to contact the academy prior to the scheduled class time unless you have made previous arrangements with your Instructor and Registrar. There is no such thing as an "excused absence". You will only receive credit for hours if you are present and actively participating in class and clinic activities.
1. Satisfactory Academic Progress requires a student to maintain a minimum of 67% attendance. Students having difficulty attending class are encouraged to immediately discuss their attendance issues with their Instructor, Registrar and/or School Director. A student with unsatisfactory progress due to excessive absences at specified evaluation points will be placed on a warning. Failure to maintain Satisfactory Academic Progress at the next evaluation point may result in probation and could lead to enrollment termination. (Please refer to the Satisfactory Academic Progress policy in the Catalog.)

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

### **TARDINESS AND CLOCK-IN**

Tardiness negatively affects everyone who is here on-time. When students are tardy for class, a disruption is caused. After the first five (5) minutes of class, students are considered tardy and will have to wait one hour to clock in. For example, if class begins at 9:00am, students have until 9:05 to clock in or wait until 10:00am, but no later than 10:05. Students must be in class within one (1) hour from your scheduled class start. Students who fail to clock in within the 1-hour mark will not be allowed to clock in but can return to school the next day. The maximum amount of time a student can be late and still be allowed to clock in and receive credit for the day is one (1) hour from scheduled start time. This policy is not intended to punish students for coming in late. It is to reward the students who are here on time with an uninterrupted class. In most every legitimate case, you should know at least the day ahead in you will need to miss part of your school day. All you would need to do is fill out an absence form in advance, and turn it in to an educator or director. In addition to the absence form you will also need to provide documentation. This can be a doctor's note, court papers, work schedule, etc.

### **RULES AND REGULATIONS**

In this section, we outline important rules and regulations relating to a student's enrollment at Inspire Academy. All students must comply with Inspire Academy's rules and regulations as a condition of their enrollment. Failure to comply with these Academy rules and regulations can lead to any or all of the following disciplinary actions being taken depending on the severity of the misconduct: written warnings, probation, suspension and termination from the Academy.

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

### **DISCIPLINARY PROCESS**

When a student needs to be counseled for disciplinary problems, Inspire Academy of Barbering and Cosmetology implements the positive approach.

The following procedures are entailed:

STEP I Verbal warning

STEP II Written warning

STEP III Student is clocked out and sent home.

STEP IV Three-day suspensions.

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 of the premises. A student may appeal with a letter. (See appeal procedures)

**Applied effort** is expected at all times. If you are not applying effort, you will be verbally warned, written up, then sent home. This can all happen in one day.

### Professional Image and Dress Code

*Your smile is your logo, your personality is your business card. How you leave others feeling after having* Professional black attire is required. Clothing must be cleanly pressed and not excessively loose or tight. Hair must be clean and styled, prior to arriving. If applicable, cosmetics should be applied using trend-appropriate makeup techniques, prior to arriving. The Academy staff will have discretion of what is appropriate and what is not. Any student deemed out of dress code will be asked to clock out and return in dress code and you will be charged for overtime fees for that time.

**ESTHETICS STUDENTS:** Black scrubs only.

Students should always maintain the following professional dress code:

- ✦ Students should wear ALL BLACK clothing.
- ✦ Clothing must be clean and free of stains and wrinkles.
- ✦ Shoes should be comfortable, free of holes, and cover the entire foot.
- ✦ Hair must be clean and styled prior to arriving. Colored hair accessories are acceptable.
- ✦ Makeup is optional but must be applied prior to arriving.
- ✦ Smocks should be worn at all times.
- ✦ Sweatshirts and printed T-shirts with the INSPIRE logo may be worn.
- ✦ Any rips or tears must fall at or below the knees.
- ✦ **WEDNESDAYS ONLY:** Blue jeans, tie-dye, and industry-related shirts may be worn.

The following describes unacceptable attire:

- ✦ Logos and colors that are NOT industry related.
- ✦ Open toed/heeled shoes, flip flops, crocs, beach sandals, stilettos, slippers.
- ✦ Tank tops, crop tops, or low-cut blouses that expose too much skin.
- ✦ Fleece sweat pants, pajama bottoms or sheer/see through leggings/yoga pants.
- ✦ Sweatshirts and printed T-shirts that are not industry related (example: Nike, Adidas, Jordan)
- ✦ Dresses and/or skirts may not be worn.
- ✦ Shorts of any kind may not be worn.
- ✦ See through or sheer clothing.
- ✦ Excessively loose or sagging clothing.
- ✦ Jeans with holes above the knee

### Communication Guidelines and Professional Conduct

- ✦ Visitors are allowed in the service reception area only.
- ✦ Visitors are not allowed in the classrooms, on the clinical floor, or in the student lounge.
- ✦ Restrooms are for students and staff only. Public restrooms are available for clients and visitors.
- ✦ Only emergency calls are permitted on the business phone.

- ✦ Students may not visit with another Student who is providing service to a client.
- ✦ Food, drinks, and water bottles are allowed only in the student lounge and are strictly prohibited in the classroom or on the clinical floor.
- ✦ Inspire Academy is a 100% smoke-free campus.
- ✦ Stealing or taking academy property or another's personal property is unacceptable and grounds for termination.
- ✦ Academy Staff has the right to access and inspect a student's locker at any time.

### Sanitation and Personal Services

- ✦ Students must keep workstations and classroom areas clean, sanitary, and clutter-free at all times.
- ✦ Students must clean their stations, including the floor, after each service.
- ✦ Hair must be swept up immediately following a service, before blow-drying.
- ✦ Clinic stations must be cleaned at the end of the day, prior to clocking out.
- ✦ Students' services. Estheticians – 3<sup>RD</sup> Wednesday of the month, Manicuring – 3<sup>RD</sup> Wednesday of the month, Cosmo/Barber – 1<sup>st</sup> and 3<sup>RD</sup> Wednesday of the month. To receive a service, students must do the following prior to starting the service:
  - Personal services are considered rewards and scheduled for students who are current with assignments.

### STUDENT CLIENT PROCEDURE

Refusing a client, for any reason, is strictly prohibited. The student will be sent home for the remainder of the day. If this becomes an ongoing issue student could face suspension and or termination from the program.

### INSPIRE ACADEMY FACULTY

(Revised June, 2023)

The most important factor in the quality of your education is the quality of your instructors. We hire experienced, expert Educators with an abundance of in salon, editorial, and business-related knowledge. Each Educator has a broad understanding of our curriculum, and the standards we set for students and educators in their licensed field. Our Educators also have an inspiring attitude, a love of learning, and a desire to make a difference in your lifestyle.

Inspire Academy of Barbering and Cosmetology, Inc.  
Corporation Owners: Rondell & Devon Dean

### **INSPIRE ACADEMY DIRECTORS**

Rondell Dean, Campus Director/Owner  
License # B 84856 – Valid 1/31/2023

Michelle Hickman, Director of Education  
License # KK 258019 – Valid 5/31/2024

## **INSPIRE ACADEMY EDUCATORS**

### **Barber & Barber Crossover**

Rondell Dean, Master Barber/Owner  
License # B 84856 – Valid 1/31/2023

## **INSPIRE ACADEMY EDUCATORS**

Michelle Hickman, Credentialed Educator  
License # KK 258019 – Valid 5/31/2024

Amber Bordenave, Cosmetology Educator  
License # KK 408514-Valid 5/31/2024

Amanda Patzer, Cosmetology/ Barber Educator  
License # KK 517830- Valid 9/30/24  
License # B 105094- Valid 7/31/23

Amber Cavanagh, Esthetic Educator  
License # Z 96595- Valid 11/30/2023

Eduardo Gomez, Barber Educator  
License # B 103152- Valid 11/30/2023

Tiffany Collins, Cosmetology Educator  
License # KK 552458- Valid 6/30/2023

Carla Van Huystee, Esthetic Educator  
License # Z 83119- Valid 1/31/2025

Becky Lowe, Cosmetology/Barber Educator  
License # KK 607797- Valid 12/31/2022  
License # B 101850 – Valid 4/30/2023

Venerice Olaya, Manicuring Educator  
License # M 311681- Valid 1/31/2023

## **COST OF TUITION AND SUPPLIES**

Because of inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change. The schedule of total charges for a period of attendance and the estimated schedule of total charges for the entire educational program are the same.

## **BARBER**

Tuition	\$9,000.00
Application Fee (nonrefundable)	\$100.00
Student Tuition Recovery Fund (STRF) (nonrefundable)	\$22.50
Uniforms – Smock (due at signing/nonrefundable)	\$60.00
Student Kit (due at signing/nonrefundable)	\$2,150.00
MindTap Textbook Bundle (due at signing/nonrefundable)	\$250.00
Assessment fees for transfer of credits (if applicable)	\$300.00
Additional Training Time beyond On-Time Graduation Date (if applicable)	\$15.00/hr.
<b>TOTAL COSTS</b>	<b>\$11,872.50</b>

### **BARBER CROSSOVER**

Tuition	\$3,000.00
Application Fee (nonrefundable)	\$100.00
Student Tuition Recovery Fund (STRF) (nonrefundable)	\$7.50
Uniforms - Smock (due at signing/nonrefundable)	\$60.00
Additional Training Time beyond On-Time Graduation Date (if applicable)	\$15.00/hr.
<b>TOTAL COSTS</b>	<b>\$3,167.50</b>

### **COSMETOLOGY**

Tuition	\$10,000.00
Application Fee (nonrefundable)	\$100.00
Student Tuition Recovery Fund (STRF) (nonrefundable)	\$25.00
Uniforms – Smock (due at signing/nonrefundable)	\$60.00
Student Kit (due at signing/nonrefundable)	\$2,250.00
MindTap Textbook Bundle (due at signing/nonrefundable)	\$250.00
Assessment fees for transfer of credits (if applicable)	\$300.00
Additional Training Time beyond On-Time Graduation Date (if applicable)	\$15.00/hr.
<b>TOTAL COSTS</b>	<b>\$12,975.50</b>

### **COSMETOLOGY CROSSOVER**

Tuition	\$4,500.00
Application Fee (nonrefundable)	\$100.00
Student Tuition Recovery Fund (STRF) (nonrefundable)	\$12.50



Uniforms - Smock (due at signing/nonrefundable)	\$60.00
Additional Training Time beyond On-Time Graduation Date (if applicable)	\$15.00/hr.
<b>TOTAL COSTS</b>	<b>\$4,672.50</b>

### ESTHETICIAN

Tuition	\$7,000.00
Application Fee (nonrefundable)	\$100.00
Student Tuition Recovery Fund (STRF) (nonrefundable)	\$17.50
Uniforms - Smock (nonrefundable)	\$60.00
Student Kit (due at signing/nonrefundable)	\$1,700.00
MindTap Textbook Bundle (due at signing/nonrefundable)	\$250.00
Assessment fees for transfer of credits (if applicable)	\$300.00
Additional Training Time beyond On-Time Graduation Date (if applicable)	\$15.00/hr.
<b>TOTAL COSTS</b>	<b>\$9,417.50</b>

### MANICURING

Tuition	\$5,000.00
Application Fee (nonrefundable)	\$100.00
Student Tuition Recovery Fund (STRF) (nonrefundable)	\$12.50
Uniforms - Smock (due at signing/nonrefundable)	\$60.00
Student Kit (due at signing/nonrefundable)	\$1,100.00
MindTap Textbook Bundle (due at signing/nonrefundable)	\$250.00
Assessment fees for transfer of credits (if applicable)	\$300.00
Additional Training Time beyond On-Time Graduation Date (if applicable)	\$15.00/hr.
<b>TOTAL COSTS</b>	<b>\$6,812.50</b>

Minimum payments due prior to commencement of classes. The school accepts cash, check, cashier check, and money order. Payment arrangements must be made fifteen (15) days prior to start date. Returned checks will have a \$35.00 charge.

Note: Room and Board NOT Offered. Above kit prices include sales tax. (STRF charges are nonrefundable)

### FINANCING/TUITION PAYMENT OPTIONS

#### Financial Assistance

Inspire Academy students can seek financial assistance through sources, such as third-party loans, community groups, and private organizations that offer scholarships and special awards. Inspire Academy offers in house scholarship and flexible payment plans. The institution does not participate in federal and state financial aid programs. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If

the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

#### Tuition Waiver

Tuition waivers are only approved by the school Director. Tuition Waivers are done for special circumstances, hardship, or disputes.

### **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. It is applied consistently to all students, full-time and part-time, in the Barber, Cosmetology, Esthetician, and Manicuring programs. 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**

Students are evaluated for Satisfactory Academic Progress as follows:

- Barber: 450, 901, 1250 scheduled hours
- Barber Crossover: 100, 200 scheduled hours
- Cosmetology: 450, 901, 1250, 1500 scheduled hours
- Cosmetology Crossover: 150, 300 scheduled hours
- Esthetician: 300, 600 scheduled hours
- Manicuring: 200, 400 scheduled hours

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.

#### **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 study. Practical skills are evaluated according to test procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% 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 according to the following scale:

- |                 |           |
|-----------------|-----------|
| A = 90% to 100% | Excellent |
| B = 80% to 89%  | Good      |

C= 70% to 79%      Satisfactory  
 F= 0% to 69%      Failing

### MAXIMUM TIME FRAME

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

COURSE DESCRIPTION	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Barber (Full time, 35 hrs./wk.) – 1250 Hours	38	1,875
Barber (Part time, 30 hrs./wk.) – 1250 Hours	42	1,875
Barber (Part time, 20 hrs./wk.) – 1250 Hours	62.5	1,875
Barber Crossover (Full time, 35 Hrs./wk.) – 200 Hours	8.5	300
Barber Crossover (Part time, 20 Hrs./wk.) – 200 Hours	15	300
Cosmetology (Full time, 35 hrs./wk.) - 1500 Hours	43	2,250
Cosmetology (Part time, 30 hrs./wk.) – 1500 Hours	50	2,250
Cosmetology (Part time, 20 hrs./wk.) – 1500 Hours	75	2,250
Cosmetology Crossover (Full time, 35 hrs./wk.) – 300 Hours	13	450
Cosmetology Crossover (Part time, 20 hrs./wk.) – 300 Hours	22.5	450
Esthetician (Part time, 18 hrs./wk.) – 600 Hours	33	900
Manicuring (Part time, 15 hrs./wk.) – 400 Hours	27	600

The institution operates all programs according to a schedule of 900 hours per academic year of instruction.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

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.

### EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Barber: 450, 901, 1250 actual hours

Barber Crossover: 100, 200 actual hours

Cosmetology: 450, 901, 1250, 1500 actual hours

Cosmetology Crossover: 150, 300 actual hours

Esthetician: 300, 600 actual hours

Manicuring: 200, 400 actual hours

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.

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

### **DETERMINATION OF PROGRESS STATUS**

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

### **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 time frame allowed.

### **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 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.

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

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

### **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 while during the probationary period, **IF** the student appeals the decision, and prevails upon appeal. Additionally, only students who can 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

required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

#### **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.

#### **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.

#### **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 the purpose of determining when the allowable maximum time frame has been exhausted.

### **STANDARDS FOR STUDENT ACHIEVEMENT**

#### **STUDENT PROGRESS:**

Your progress towards achieving your career success is measured by your attitude, attendance, and your classroom academic and practical achievements. Your School Catalog has specific details about student grades and maintaining Satisfactory Academic Progress. There are benefits to maintaining good student grades and Satisfactory Academic Progress. A student becomes eligible in certain states to apply to take the state board licensing exam when they have reached 75% completion of their program of study. This process is called pre-application, and it will accelerate the scheduling of the date of your state-licensing exam after your graduation from your program of study. Please see your School Registrar for additional details that may be applicable for your program of study.

#### **ACADEMIC ACHIEVEMENT**

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

It is critical that you come to school prepared for your daily lessons and assignments. Make sure you bring the books/electronic devices and equipment you need to perform your Technical Instruction and Practical Training assignments. Students who do not come prepared with the books/electronic devices and materials they need to fully participate in that day's lessons may be required to clock out until they return with the necessary books/electronic devices and equipment. It is necessary to complete all the Technical Instruction and Practical Training components of the program in which you are enrolled. If your attendance affects completion of these requirements as scheduled, it will be necessary for you to make up the practical and technical operations missed to meet the state board minimum requirements. This may or may not cause you to attend additional instructional hours.

All students are responsible for tracking operations and theory on their time cards. All work done on Clients and mannequins will be signed off by an instructor. All operations and theory need to be signed at the end of the day by their instructors.

### STUDENT SALON SUCCESS

As a student, you will get practical hands-on training providing services for real people in the student salon. This will help prepare you for the demands of the workplace once you graduate and become a licensed professional. Student success is dependent not only on their technical skill level, but also to a large degree on their customer service/business skills. To be successful in their chosen occupation, students are expected to bring their own guests to the student salon to receive salon services. This expectation is part of the Inspire Academy which strives to develop a student's customer service and business skills while in school so that, upon graduation and starting their first job, the graduate will have developed the customer service tools and experiences necessary to build a loyal clientele base. Developing on-site customer service and business skills in the environment of the Inspire Academy student salon is part of what Inspire Academy defines as student "Practical Training". Practical Training includes students working on models, clinic guests, and training assignments on mannequin heads, and hands.

A student's success is dependent upon their ability to use the job-critical skills learned at Inspire Academy, including attendance, punctuality, professional image, and attitude, the ability to attract and retain clients, service productivity, and retail sales promotion.

#### Client Scheduling

Students will learn how to time each operation and schedule appropriately. Salon sanitation is done at the closing of business, daily. To ensure our client services are complete at the proper time the last scheduled appointment for chemical services is 2pm for the **DAY** students. The last appointment for chemical services for the **NIGHT** students is 7:30pm. All other services that **DO NOT** require chemicals will be scheduled at the discretion of the instructor.

### **SOCIAL MEDIA POLICY**

No pictures, videos or “going live” is permitted without the media waiver signed by all parties involved.

### **POTENTIAL EARNINGS**

As with any career, the amount of income one can earn in the beauty and wellness industry is directly related to the amount of effort one applies to their career. Minimum efforts most likely will result in minimum earnings, while maximum efforts can lead to much higher levels of compensation. One's ability, to earn income in the beauty and wellness industry is very dependent upon one's ability to communicate, present oneself professionally, develop great people skills, and maintain a positive attitude. The Inspire Academy curriculum is designed to teach students these skills to help them obtain an entry-level position upon graduation and licensing, but the effort students put forth to learn these skills is solely up to them. In addition to the above earning considerations, earnings levels can depend on work location, tipping habits, competition, the discretion of your employer and/or the position held. Accordingly, since earnings are dependent on the efforts of the individual and other factors, Inspire Academy does not make any express or implied claim about the salary or wages that you may earn after completing your designated educational program.

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

### **TIME KEEPING POLICY**

All students are responsible for tracking operations and theory on their timecards. All work done on Clients and mannequins must be signed off by an instructor. All operations and theory need to be signed, daily, at the close of business by their assigned Instructor.

### **LIBRARY REFERENCE MATERIALS**

Milady's Standard Cosmetology Textbook, Milady's Standard Cosmetology Exam Review, Milady's Standard Barber Textbook, Milady's Standard Barber Exam Review, Milady's Standard Esthetician Textbook, Milady's Standard Esthetician Exam Review, Milady's Standard Esthetician Fundamentals Textbook, Milady's Standard Manicuring Textbook, Milady's Standard Manicuring Exam Review, Milady's Standard Manicuring Fundamentals Textbook. Students can access and check out the library materials any time through an educator or staff member.

### **LEAVE OF ABSENCE POLICY**

Occasionally, students may experience extended personal or medical problems, which make it difficult for them to attend their classes. The Academy may allow a student experiencing such circumstances to take a Leave of Absence (LOA) from their program. All LOAs must be pre-approved by an Academy Director, and students must submit their requests on Prestige in advance, unless unforeseen

circumstances prevent advance notice. If the request is unable to be made in advance, Inspire Academy may grant the request, with written documentation for its reasoning, and the request must be collected from the student at a later date. In this instance, the start date of the LOA will be the first date the student was unable to attend. The electronic request for a LOA must include the starting and ending date of the LOA, the reason for the LOA, and include the student's signature.

A student is eligible for one leave of absence during their term of enrollment at Inspire Academy. In the event of extenuating circumstances, a School Director has the discretion to grant an additional LOA. The minimum length of a LOA is 5 days, and the maximum length is 180 days in any 12-month period.

An LOA is not recommended during a student's freshman period. A LOA will not be granted to an active student who exceeded or surpassed the 100% point of scheduled hours of their program. Students will not be assessed additional tuition charges while on their LOA. The student enrollment contract will be extended for the same number of days taken in the LOA and will be documented with an addendum to the enrollment agreement. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the same SAP status they held prior to their LOA. Students returning from a LOA must coordinate their return with the school Director.

Students granted a LOA are not considered to be withdrawn, and no refund calculation is required at that time.

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

### **CAMPUS**

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

Our academy includes classrooms and practical training areas, reference books on topics related to the beauty and wellness industry as well as current periodicals and other reference texts are available for student use. Students also have access to the online test preparation for their state board exam through Milady Publishing Company.

### **FACILITIES & EQUIPMENT**

Inspire Academy of Barbering and Cosmetology is centrally located at 445 W. Weber Ave. Suite 223, Stockton, CA 95203. Spacious (8,000 sq. ft.) air-conditioned, modern classrooms and student laboratories are furnished with professional fixtures and equipment. We are a non-smoking facility. The gated school parking lot is located just before the marina for students and waterfront clients and visitors. Inspire Academy is divided into a reception area, staff offices, theory and practical rooms, clinical floor, spa treatment room, student lounge and kitchen, library, staff break room, private



student and staff restrooms, public restrooms, laundry room with full size washer & dryer, and a supply dispensary. Inspire Academy uses equipment that fully complies with any federal, state, and local laws, regulations, and ordinances. This includes the requirements of fire safety and health regulations. Inspire Academy maintains a reference library containing many audio and visual aid, books, and magazines for the use of staff and students. Our school simulates salon/shop/spa conditions to help our students with hands-on learning, with up-to-date equipment and a variety of supplies that help enhance the student's product knowledge. Our students learn inventory control and assist in operating our supply system.

#### **LIBRARY & LEARNING RESOURCES:**

Inspire Academy Students have access to the library during school hours. There are many Cosmetology, Barber, Fashion, Motivational and Business-related books, magazines, articles, and DVDs available. These resources are available on school grounds. The library area is located at the entrance of the freshman classroom. The area provides shelving for all library materials, computers for online research and video screening, and a research area for print sources. The library subscribes to an array of online databases that can be accessed on school computers. The combination of the print resources and the online database subscriptions provides a comprehensive.

**EQUIPMENT:** The school contains modern functional equipment: work stations, hydraulic chairs, chair dryers, shampoo chairs and sinks, stoves, Esthetician equipment and beds, skin care and makeup stations, manicuring stations, mannequins, wireless internet access, electronic devices streaming educational information, a projector, educational charts, DVD player for educational videos, computer work and print stations, hair products and supplies. Student kits and books are issued to each student and contain all the necessary implements and equipment to perform daily assignments and work on clients. Students must maintain their equipment and replace broken or damaged articles to practice their work properly. The texts and accompanying workbooks are an important part of daily class work and practical work. Kits are stored in student lockers and must be in each student's possession each day. Milady books and workbooks are issued in both text and/or electronically; access to these resources is the student's responsibility and must be accessible each day. While students can use their own devices, Inspire Academy suggests using a Chromebook for CIMA activities.

#### **APPROVAL DISCLOSURE STATEMENT**

Inspire Academy is a non-Accredited private institution. Inspire Academy is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7 .5 of Title 5 of the California Code of Regulations. The bureau does not endorse our programs nor does the approval imply that the institution exceeds minimum state standards. Inspire Academy does not have a pending petition in bankruptcy, has never led for bankruptcy petition within the preceding five (5) years, nor operated as a debtor in possession or had a petition of bankruptcy led against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed the Bureau for Private Post-Secondary Education.

### **REGULATORY AND ACCREDITATION AGENCIES**

The Bureau for Private Postsecondary Education (BPPE)  
1747 North Market, Suite 225 Sacramento, CA 95834 P.O.  
Box 980818 West Sacramento, CA 95798-0818  
Toll Free: (888) 370-7589 | Website: <http://www.bppe.ca.gov>

California Board of Barbering and Cosmetology  
2420 Del Paso Blvd., Suite 100 Sacramento, CA 95834  
Toll Free: (800) 952-5210 | Website: <http://www.barbercosmo.ca.gov>

Inspire Academy has been granted institutional approval to teach the following programs in

California: Barber: 1250 Clocked Hours  
Barber Crossover: 200 Clocked Hours  
Cosmetology: 1500 Clocked Hours  
Cosmetology Crossover: 300 Clocked Hours  
Esthetician: 600 Clocked Hours Manicuring:  
400 Clocked Hours

National Accrediting Commission of Career Arts & Sciences (NACCAS)  
3015 Colvin Street, Alexandria, VA 22314  
Tel: (703) 600-7600 | <http://www.naccas.org>

Inspire Academy is not currently accredited by the National Accrediting Commissions of Career Arts & Sciences, (NACCAS) who is recognized by the United States Department of Education as a national accrediting agency for post-secondary schools and departments of cosmetology arts and sciences, and massage therapy. Inspire Academy was granted Candidate Status by NACCAS on December 24, 2018. The school is approaching the final steps to complete the accreditation process. A student enrolled at a non-accredited institution is NOT eligible for federal financial aid programs. (CEC 9409 (a)(16) CEC 94897 (p)).

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

### **LANGUAGE DISCLOSURE**

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

## English as a Second Language (ESL)

Inspire Academy does NOT currently offer English as a Second Language program. Inspire Academy curriculums are taught in English.

## English Proficiency

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

## Applicants with non-immigrant VISAs

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

In addition to the above documents, non-immigrant applicants must provide documentation to show that they are permitted to be enrolled in a post-secondary school in the United States.

### **BACKGROUND CHECKS**

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

These are reviewed and evaluated by the Board on a case-by-case basis.

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

Board of Barbering and Cosmetology

P. O. Box 944226

Sacramento, CA 94244-2260 Phone: (800) 952-5210 Fax: (916) 575-7281

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

### **STATE LICENSING DISCLAIMER**

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

applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Inspire Academy is not responsible for students denied licensure.

#### **VERBAL AGREEMENT POLICY**

There are **NO** verbal agreements between staff, instructors, and students. Any “agreement” will be documented in writing and all parties involved will initial or sign it. Fraternalizing between staff and students is not permitted.

#### **HEALTH AND SAFETY**

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

Notice to Students Who May Be Pregnant:

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

#### **SANITATION AND DISINFECTANT HEALTH AND SAFETY**

It is the student’s responsibility to sanitize and disinfect ALL implements after each use and everything in lockers once a week for weekly kit checks.

#### **MEDICATION POLICY**

For the safety of our clients and students, Inspire Academy reserves the right to encourage students on heavy medications to work on a mannequin. We are asking all students to inform the Director of Education, of all medication ingested during business hours. This includes prescription medication.

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

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.” You are not eligible for protection from the STRF and you are

not required to pay the STRF assessment if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818, (916) 431-6959 or (888) 370-7589.

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

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, let a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have led a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without

a social security number or a taxpayer identification number. Note: Authority cited: Sections 94803, 94877 and 94923, Education Code Reference: Section 94923, 94924 and 94925, Education Code Inspire Academy of Barbering and Cosmetology collects the non-refundable STRF fee of \$25.00 from cosmetology students, \$22.50 for barber students, \$17.50 for skin care students, and \$12.50 for nail care students and remits it to BPPE. It is a student's obligation to the Student Tuition Recovery Fund Fee.

#### Tuition Waiver

Tuition waivers are only approved by the school Director. Tuition Waivers are done for special circumstances, hardship or disputes.

### **SEXUAL HARASSMENT, ASSAULT AND VIOLENCE POLICY**

#### Equal Educational Opportunity

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

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

#### Sexual Harassment and Sexual Violence

Inspire Academy will provide an educational, employment and business environment free of sexual harassment. Sexual harassment and acts of sexual violence are forms of sex or gender discrimination and are not tolerated by Inspire Academy. Any student who feels that he or she is the victim of sexual harassment including sexual violence has the right to seek redress of the grievance. Inspire Academy provides procedures for reviewing and resolving such complaints through this Grievance Procedure. Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment in addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

#### Definition

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

1. The advances, requests or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment.
2. Submission to such advances, requests or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement.
3. Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions. Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Several acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. Further, alleged sexual violence against another may also constitute a crime resulting in an additional, independent law enforcement investigation falling outside of this Grievance Policy.

## Bullying

Inspire Academy has **ZERO** tolerance for bullying. Acts of bullying will be grounds for immediate program termination. For a list of state anti-bullying laws and policies please go to: [www.stopbullying.gov](http://www.stopbullying.gov).

## Weapons

Inspire Academy is a safe place free of violence and weapons. Inspire Academy strictly prohibits possession of any weapon on campus. Violation of this policy will result in immediate program termination.

## Filing a Complaint

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

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

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

## Record of Complaint

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

### **GRIEVANCE PROCEDURE**

Any student who has a grievance concerning the interpretation, application or claimed violation of her or his rights as a Inspire Academy student or feels she or he has been discriminated against or harassed on the basis of age, color, disability, family status, gender, national origin, race, religion, veteran status, sex or sexual orientation, including sexual harassment and violence, has the opportunity to seek resolution of such grievance. Any student alleging that an act of harassment or discrimination has occurred or that her or his rights as a Inspire Academy student have been violated has the right to seek redress of her or his grievance. This may take place informally, through the mediation of designated officials of Inspire Academy, or formally, through an established grievance procedure.

## Informal Resolution

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

2. Inform the complainant of her or his formal recourse, should that be necessary (see Formal Resolution described below).

Inform the complainant that informal mediation will not be used to resolve sexual violence complaints.

3. Inform the complainant of their right to file a separate criminal complaint for allegations relating to sexual violence.

4. Undertake, with permission of the complainant, to resolve the conflict informally by informing the individual alleged to have caused the grievance that the complaint has been filed; seek to find out the facts; and, if both parties desire it, arrange a meeting to try to resolve the differences. All individuals who are involved in an investigation as the accused, accuser or witness have a duty to keep all information confidential to the extent permitted by law. Persons who violate the confidentiality rights of other individuals may be subject to disciplinary action. At all times during this procedure, the Academy Director must keep all information completely confidential, and the name of the complainant should not be revealed to the individual alleged to have caused the grievance except with the complainant's permission. In addition, written records, if taken, shall be submitted to the Academy Director. If an attempt at informal resolution of the problem is unsuccessful, or if the complainant deems that informal resolution is undesirable, the Academy Director will stop the informal resolution process and assist the complainant in filing a formal complaint.



## Formal Resolution

If a student wishes to lodge a formal complaint against another student or employee of Inspire Academy the student will address the complaint to:

1. The Director of Compliance, “Academy Director” if the individual alleged to have caused the grievance another student.
2. The “Academy Director” in the case of discrimination or harassment, if the individual alleged to have caused the grievance is a faculty or non-faculty employee. A formal complaint will be made in writing by the complainant, addressed to the above-mentioned Inspire Academy officials, stating in detail the nature of the complaint, any relevant dates, and the names of any potential witnesses. In a situation deemed to be an emergency by the Director of Compliance “Academy Director”, the individual alleged to have caused the grievance or complaint may be temporarily transferred pending the outcome of the case.

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

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

## Hearing

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

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

## Penalties

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

## Complaint Record and Notice of Outcome

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

## Bureau for Private Postsecondary Education Information

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

1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O.  
Box 980818, West Sacramento, CA 95798-0818 Tel:  
1888.370.7589 Tel: 916.574.8900 Fax: 916.263.1897  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

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