

# SCHOOL CATALOG

July 1, 2023 - June 30, 2024

## SANTA ANA BEAUTY ACADEMY (Main Campus)

**Main Campus Class Location**

2231 N. TUSTIN AVE.

SANTA ANA, CA 92705

Phone (714) 547-5177

Website: [www.santaanabeautyacademy.com](http://www.santaanabeautyacademy.com)

## SABA BEAUTY SCHOOL (Branch Campus)

**Branch Campus Class Location**

23635 El Toro Rd. Suite J-2 and K

Lake Forest, CA 92630

Phone (949) 680-3888

Website: [www.santaanabeautyacademy.com](http://www.santaanabeautyacademy.com)

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**APPROVAL DISCLOSURE STATEMENT:** SANTA ANA BEAUTY ACADEMY and SABA Beauty School as private institutions and a for-profit corporation was granted institutional approval to operate by the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section 94802. Approval to operate means compliance with state standards as set forth in this chapter. This approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operated indicates that the institution exceeds minimum state standards as set forth in this chapter. The following courses are approved:

Course	Clock Hours	Months	Inst. Weeks	Award
Cosmetology*	1600	10-20	40-80	Diploma
Skin Care/Esthetician*	600	4-8	15-30	Diploma
Manicuring	400	3-5	10-20	Diploma
Barber*	1500	10-18	40-72	Diploma
Barber Crossover	200	1.5-2.5	5-10	Diploma

Course	CIP	SOC	O*NET	Occupations
Cosmetology*	12.0401	39-5012	39-5012	Hairdressers, Hairstylists and Cosmetologists
Skin Care/Esthetician*	12.0409	39-5094	39-5094	Skin Care Specialists
Manicuring	12.0410	39-5092	39-5092	Manicurists and Pedicurists
Barber*	12.0402	39-5011	39-5011	Barber
Barber Crossover	12.0402	39-5011	39-5011	Barber

\* Students enrolling Cosmetology, Skin Care/Esthetician and Barber courses at Santa Ana Beauty Academy may be eligible to receive Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG) of the USDE Title IV programs. We do **not** offer any Federal, private or institutional **loan** program.

**CIP Codes:** US Department of Education regulations as of July 1, 2011, require the institution to identify programs by Classification of Instructional Programs (CIP) Code, with links to the US Department of Labor/Employment and Training Administration’s Occupational Information network. For more information for CIP codes please visit web site at [www.nces.ed.gov/ipeds/cipcode](http://www.nces.ed.gov/ipeds/cipcode).

**SOC Codes:** The Standard Occupational Classification (SOC) system is used by Federal statistical agencies to classify workers into occupational categories. For more information regarding SOC codes please visit internet web site at [www.Bls.gov/SOC/](http://www.Bls.gov/SOC/). Also visit at <http://www.onecenter.org/overview.html> regarding occupational title for course of study.

**O NET:** The O NET program is the nation's primary source of occupational information. Central to the project is the O NET database, containing information on hundreds of standardized and occupation-specific descriptors. Utilizing the SOC Codes, O Net provides easy to read career reports that include the most critical on-the-job tasks and skills. Job seekers can also find local salary information and training opportunities. For more information regarding O Net please visit the website at <http://www.onetcenter.org/overview.html>

**Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225 Sacramento, CA 95834, or P.O. Box 980818, West Sacramento, CA 95798-0818, website address [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free (888) 370-7589, phone (916) 574-8900 or by fax (916) 263-1897.**

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

**A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 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)).**

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

It is Santa Ana Beauty Academy's and SABA Beauty School's policy to provide a prospective student and any interested person an access to a copy of Catalog, a general student brochure and School Performance Fact Sheet. In the case of a walk-in we provide printed copies of above-mentioned information. In the case of a phone consultation, we provide an access using the school's website.

**Course Approval by:**

Board of Barber and Cosmetology (BBC)  
2420 Del Paso Road Suite 100, Sacramento, CA 95834  
(Phone) 800-952-5210, (Fax) 916-575-7281, Web site: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

Bureau for Private Postsecondary Education (BPPE)  
1747 North Market Blvd., Suite 225 Sacramento, CA 95834  
(Phone) 916-574-8900, (Toll Free) 888-370-7589, (Fax) 916-263-1897  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Accreditation by:**

National Accrediting Commission of Career Arts & Sciences (NACCAS)  
3015 Colvin Street, Alexandria, VA 22314  
(Phone) 703-600-7600, (Fax) 703-379-2200, Web site: [www.naccas.org](http://www.naccas.org)

**Title IV Program Participation Agreement with:**

US Department of Education  
400 Maryland Ave, SW, Washington, D.C. 20202  
(Phone) 800-872-5327, Web site: [www.ed.gov](http://www.ed.gov)

**Disclaimer: Santa Ana Beauty Academy Inc. is the sole owner of both Santa Ana Beauty Academy and SABA Beauty School.**

**All information contained in this School Catalog is current and correct and is certified as true. The institution researches and updates its Catalog at least once a year.**

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**Phuong Dung (Tammy) Nguyen**  
**Owner/Director**

**Revised on August 13, 2023**

## **WELCOME!**

**Dear Student,**

Welcome to **SANTA ANA BEAUTY ACADEMY** and **SABA Beauty School**. And thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry.

At **SANTA ANA BEAUTY ACADEMY** and **SABA Beauty School**, we offer you the basic training to pass the Board of Barber and Cosmetology examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success.

It is a pleasure to have you join us at **SANTA ANA BEAUTY ACADEMY** and **SABA Beauty School**. My goal is to help you discover your ability to transform your life by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

**Sincerely,**

**PHUONG DUNG (TAMMY) NGUYEN**  
**Owner/Director**

## **MISSION STATEMENT & EDUCATIONAL OBJECTIVES**

**MISSION STATEMENT:** Santa Ana Beauty Academy and SABA Beauty School strongly believe that any person who has the ability, desire and determination to benefit from vocational training programs should be given each and every opportunity to do so. Our mission is to prepare students to pass the licensing exam and to be ready for an entry level position in the beauty industry.

**EDUCATIONAL OBJECTIVES:** Our objective is to provide each enrolled student with a high-quality program, in an environment conducive to attaining real-world skills, by adopting a straightforward pragmatic methodology. Upon completing the course of study, the graduate student should be able to function effectively in one of the many specialty areas such as: **Hair Stylist, Barber Hair Colorist, Manicurist, Make-up Artist, Skin Care Specialist, or as a Beauty Salon Operator.** Normal progression should move him or her to positions such as **Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher or School Owner.**

### **COURSES OF STUDY:**

**COSMETOLOGY COURSE (1,600 Clock Hours):** The course of study for students enrolled in a Cosmetology course shall consist of sixteen hundred (1,600) clock hours of the state mandated technical instructional and practical operations covering all practices constituting the art of cosmetology. **Educational Goals:** The cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist, Hairdressers and Hairstylists (CIP #12.0403, SOC code-39.5012).

**BARBER COURSE: (1,500 Clock Hours)** The course of study for students enrolled in a Barber course shall consist of fifteen hundred (1,500) clock hours of the state mandated technical instructional and practical operations covering all practices constituting the art of barber. **Educational Goals:** The Barber course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber (CIP # 12.0402, SOC code-39.5012).

**BARBER CROSSOVER COURSE: (200 Clock Hours)** The course of study for students enrolled in a Barber Crossover Course is to provide barber training for the cosmetologists and shall consist of a minimum of two hundred (200) clock hours of the state mandated technical instruction and practical operations covering barber practices that are not a part of the required training or practice of a cosmetologist. **Educational Goals:** The Barber Crossover course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber (CIP # 12.0402, SOC code 39-5012).

**SKIN CARE/ESTHETICIAN COURSE: (600 Clock Hours):** The course of study for students enrolled in Skin Care course shall consist of six hundred (600) clock hours of the state mandated technical instructional and practical operations covering all practices constituting the art of Skin Care. **Educational Goals:** The Skin Care course of study is designed to prepare students for the state licensing examination and for profitable employment as a Skin Care Specialists and Esthetician (CIP #12.0406, SOC Code 39-5094).

**MANICURING COURSE: (400 Clock Hours):** The course of study for students enrolled in Manicuring course shall consist of the four hundred (400) clock hours of the state mandated technical instructional and practical operations covering all practices constituting the art of Manicuring. **Educational Goals:** The course of study is designed to prepare students for the state licensing examination and for profitable employment as a Manicurists and Pedicurists (CIP #12.0499, SOC Code 39-5092).

\*CIP Codes: US Department of Education regulations as of July 1, 2011, require the institution to identify programs by Classification of Instructional Programs (CIP) Code, with links to the US Department of Labor/Employment and Training Administration's Occupational Information network. For more information for CIP codes please visit web site at [www.nces.ed.gov/ipeds/cipcode](http://www.nces.ed.gov/ipeds/cipcode).

\*SOC Codes: NACCAS accrediting agency policies as of July 1, 2011, require the institution to identify programs by Standard Occupational Classification (SOC) Codes. The SOC system is used by Federal statistical agencies to classify workers into occupational categories. For more information regarding SOC codes please visit internet web site at [www.Bls.gov/SOC/](http://www.Bls.gov/SOC/). Also visit at <http://www.onecenter.org/overview.html> regarding occupational title for course of study.

***Distance Education is offered to students enrolled in Cosmetology and Skin Care/Esthetician courses.***

**FACILITIES: Santa Ana Beauty Academy** is located at 2231 N. Tustin Ave. Santa Ana, CA 92705. The Academy is in a spacious (3,300 sq. ft.) air-conditioned, one story modern building with easy access to public transportations. The facility consists of reception area, combined lecture/lab rooms, workshop areas, administrative office, student resource library, student and faculty lounge and restrooms. Mirrored stations, shampoo bowls, manicuring tables and stools, sterilizers, mannequins, dryers, portable dryers, and other equipment are furnished for the benefit of students. Educational classroom equipment consists of TV and DVD equipment, visual aids, teaching machine and tape records, which are for the use of students. The academy, the building it occupies and the equipment it utilizes fully comply with all Federal, State and Local laws, regulations and ordinances; this includes those requirements as to fire safety, building safety and health regulations. The school maintains a reference library containing many audio and visual aid, books, periodicals and magazines for the use of the staff and Student body. Staff and students are to utilize the materials in conjunction with assigned school text books to augment their classes with additional material and in the up-dating and creation of their class lesson plans. Student must sign the materials out and must sign them back in upon their return. Students are responsible for the materials they check out and may be charged for any materials not returned.

**SABA Beauty School** is located at 23635 El Toro Road, Suites J-2 and K, Lake Forest, CA 92630. The School is in a spacious (6,000 sq. ft.) air-conditioned, one story modern building with easy access to public transportations. The facility consists of reception area, combined lecture/lab rooms, workshop areas, administrative offices, student resource library, student and faculty lounge and restrooms. Mirrored stations, shampoo bowls, manicuring tables and stools, sterilizers, mannequins, dryers, portable dryers, and other equipment are furnished for the benefit of students. Educational classroom equipment consists of TV and DVD equipment, visual aids, and teaching machine, which are for the use of students. The school, the building it occupies and the equipment it utilizes fully comply with all Federal, State and Local laws, regulations and ordinances; this includes those requirements as to fire safety, building safety and health regulations. The school maintains a reference library containing many audio and visual aid, books, periodicals and magazines for the use of the staff and Student body. Staff and students are to utilize the materials in conjunction with assigned school text books to augment their classes with additional material and in the up-dating and creation of their class lesson plans. Student must sign the materials out and must sign them back in upon their return. Students are responsible for the materials they check out and may be charged for any materials not returned.

Administrative office is open from 9am to 5pm Tuesday to Saturday or by appointment.

We welcome all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

**Health Considerations:** Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands.



## **ADMISSION REQUIREMENTS**

Enrollees are admitted as regular students once one of the following criteria has been met.

**A)** Applicant must provide a copy of his/her High School Diploma, GED or its equivalent, and pass an admissions test (CPAT Student Aptitude Test, published by ACT) with a minimum score of **126** as stated in the test publisher's guidelines. SABA will verify the authenticity of the diploma prior to enrolment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation and courses completed. If transcript is not available, the student will be required to meet the ability to benefit (ATB) requirements or take and pass GED test prior to enrollment.

**B)** Students lacking the High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10<sup>th</sup> grade education level or its equivalent as required by the Board of Barber & Cosmetology and pass an Ability to Benefit exam prior to admission. Students admitted under these criteria, will be required to pass one of the Ability-to-Benefit tests approved by the US Department of Education administered by an independent proctor. Students subject to these criteria are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently, our school is using the CELSA Ability-to-Benefit. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. The approved passing scores on this test are as follows: CELSA Form 1 (97) and CELSA Form 2 (97). If you do not pass the exam, re-testing is available after one week waiting period and the independent proctor will explain and provide you with the re-testing procedures.

\*If you enroll by passing an ATB test, you may be eligible to receive Federal Student Aid only if you 1) passed the ATB test before July 1, 2012, 2) were attending an FSA eligible institution and 3) were eligible to receive Federal Student Aid at an eligible institution before July 1, 2012.

**C)** Student must show English language proficiency. A passing score on either the CPAT admissions test or the CELSA Ability-to-Benefit test will be acceptable in showing English language proficiency.

All courses are taught in English. The school provides Catalog, School Performance Fact Sheet and Enrollment Agreement in English.

Santa Ana Beauty Academy or SABA Beauty School does not recruit students already attending or admitted to another school offering a similar program of study.

## **GED CERTIFICATION:**

For information on obtaining a General Education Diploma (GED) please refer to Adult School location in your area.

Santa Ana College-School of Continuing Education

Centennial Education Center

2900 W. Edinger Ave, Santa Ana, CA 92704. Phone: 714.241.5700

**CREDIT EVALUATION:** Appropriate credit may be granted for prior training of hours at the discretion of the school and verification by school officials of its validity of any transcripts submitted under the Cosmetology Act and the Board of Barber/Cosmetology Rules and Regulations. Students transferring from another school of Cosmetology in California must furnish a valid Proof of Training document from a licensed California Cosmetology school. The school may not elect to accept all or any of the previous hours of training and operations. All out of state applicants must furnish the FORM B of credit hours from the California Board of Barber/Cosmetology and it must be notarized from the previous school you attended. The transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contract hours at the institution.

The school does not charge for assessment of student's previous training.

The school does not offer credit for experiential learning.

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

The transferability of credits you earn at Santa Ana Beauty Academy or SABA Beauty School is at the complete discretion of an institution to which student may seek to transfer. Acceptance of the diploma, or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to

transfer. If the diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Santa Ana Beauty Academy or SABA Beauty School to determine if your credit will transfer.

**The school has not entered into an articulation or transfer agreement with any other college or university.**

**NON-DISCRIMINATION:** **SANTA ANA BEAUTY ACADEMY or SABA Beauty School** does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, ethnic origin, area of origin or residence in its admissions, instruction, or graduation policies.

**LANGUAGE:** All courses are taught in English. All prospective students that are accepted for enrollment must be proficient in the English language. High school diploma or its equivalent is acceptable proof of English proficiency. This institution does not offer English as a Second Language (ESL) course, visa services or vouch for student status.

**FRESHMEN CLASS ENROLLMENT:** The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. **SEE CURRICULUMS STARTING ON PAGE 35.** The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: **Cosmetology 200 hrs. Barber: 150 hrs. Skin Care: 80 hrs. Manicuring: 50 hrs.** SANTA ANA BEAUTY ACADEMY and SABA Beauty School consider the freshman classes to be the foundation for your future.

**TEXTBOOKS, EQUIPMENT & SUPPLIES:** Textbooks will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the freshman classroom. At the beginning of second week of the freshman training, each student will be issued a complete kit of equipment with carrying case. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The school is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

**RE-ENTRY:** A student who has withdrawn from Santa Ana Beauty Academy or SABA Beauty School may re-enter into the program she/he has withdrawn without the loss of credit hours. The school reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the school before the student is accepted for re-enrollment. If accepted by the school the student will re-enter in the same progress status as she/he left.

**DISTANCE EDUCATION:** Any student who earns academic achievement via distance education may not be accepted for reciprocity or eligible for licensure in other states. All transcripts or other documents listing academic achievement earned by distance education shall identify the distance education component of the course.

**CLASS SCHEDULES:** All classes for Cosmetology, Barber, Skin Care/Esthetician, Manicuring and Barber Crossover start weekly: Every **Tuesday**.

**HOLIDAYS:** The school is closed on Sundays & Mondays and the following holidays: Dr. Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after, the Monday of Christmas week through Monday after New Year's. A 'special' holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

**ORIENTATION CLASS:** Orientation classes for students are held each Saturday morning, 8:30 a.m. until 10:30 a.m. prior to any new class starting. All new students, transfers and re-enrollment students are required to attend prior to admission. The hours of orientation class are not accepted as credit hours. Students are not allowed to clock in their timecards for orientation class.

**DISCLOSURE OF EDUCATION RECORDS & RECORDS RETENTION:** Adult students, parents of minor students have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. The student's records are retained by this institution for a period of six (6) years from the date of student's graduation, or withdrawals, or otherwise cease to be enrolled except for the transcripts, which will be retained indefinitely. Students are not entitled to inspect the financial records of their parents. Written consent is required from the student (or their guardian if the student is a dependent minor) before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations with a Grade Point Average (GPA) of "C" (70%) or better and his/her tuition account is paid in full, he/she is awarded a diploma certifying his/her graduation.

Successful graduates will be awarded an appropriate diploma upon completion of their training program.

**OWNERSHIP:** Phuong Dung (Tammy) Nguyen is the sole owner of Santa Ana Beauty Academy Inc., which owns and operates Santa Ana Beauty Academy and SABA Beauty School.

**BANKRUPTCY:** Santa Ana Beauty Academy or SABA Beauty School does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has never filed a petition within the preceding five years, or never had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

**STUDENT CLOCK HOUR POLICY:** The Board of Barber and Cosmetology will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven-minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends a 6-hour class day or more. If you are attending less than a 6-hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your timecard for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom. At the completion of the day, your timecard is prepared from the current weekly timecard. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly timecard. The timecard must be signed by the student and the instructor daily. **Instructors may not sign a student in or out and if a student does not clock in or out at lunch, 30 minutes for lunch will be deducted.**

Timecards reflect the student's daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your timecard so that the hours and operations are transferred correctly to the roster. The timecards are the property of the school and must remain in the school at all times. Timecards must be retained/stored in their entirety for 6 years by the school. After clocking in you are required to maintain applied effort, personnel grooming, leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs, you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

**TIMECARD CREDIT:** The following is a guideline for the instructor to issue credits.

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the timecard reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the timecard concerning operations is to be applied efforts of the students as they manually perform practical subject.
4. Some practical operations may take longer to perform according to the student. Note the following time frame the Program gives for each operation: **Shampoo/set = 1 1/2 hours, Scalp Treatment = 1/2 to 1 hour, Permanent Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Manicure = 1/2 hour, Hair cut = 1/2 to 1 hour.** Using the above, the Board would understandably not consider a student capable of performing more than 3 permanent waves per day.

## **Student Services**

**JOB PLACEMENT:** Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. **Ms. Tammy Nguyen** assists students in placements as often as needed; however, the school does **not** guarantee employment to any student.

**CAREER COUNSELING AND PERSONAL ATTENTION:** Students are counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the Board of Barber & Cosmetology Examination.

**HOUSING:** The School does not have dormitory facility under its control. However, students can find housing located reasonably near the school. A student can expect to pay around \$750 per month for a studio apartment. The institution has no responsibility to find or assist a student in finding a housing.

**VOTER REGISTRATION:** You may register to vote by completing the online voter registration form at [www.sos.ca.gov/nvrc/fedform/](http://www.sos.ca.gov/nvrc/fedform/) and then mailing it to the pre-printed address on the form. You may also register to vote whenever you apply for or renew your driver's licenses or state-issued ID card. For more information, please visit the California Secretary of State website at: [www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm).

### **COMPLAINT PROCEDURE:**

It is the policy of this institution to handle grievances in the following manner.

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the Instructor in charge.
3. If you are unable to deliver the form to the Instructor you may deliver it to the Owner/Director:

**PHUONG-DUNG (TAMMY) NGUYEN**

**2231 N. TUSTIN AVENUE SANTA ANA, CA 92705 or**

**23635 El Toro Road, Suites J-2 and K, Lake Forest, CA 92630**

All grievances regardless of the nature will be turned over to the Owner and reviewed.

4. The Director will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.
5. Any grievances that you can't work out with the institution you may contact:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)**  
**1747 North Market Blvd. Suite 225 Sacramento, CA 95834**  
**Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818**  
**Tel (916) 574-8900 Toll Free (888) 370-7589, Fax (916) 263-1897**  
**Web site: [www.bppv.ca.gov](http://www.bppv.ca.gov) E-mail: [bppe@ca.gov](mailto:bppe@ca.gov)**

**NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES (NACCAS)**  
**3015 Colvin St. Alexandria, VA 22314**  
**Phone: (703) 600-7600, Fax: (703) 379-2200, Email: [info@naccas.org](mailto:info@naccas.org)**

## **NOTICE OF STUDENT RIGHTS:**

**1. STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**), whichever is later.

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

**2.** After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

**3,** If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number below for information.

**4,** 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

**5,** A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov).

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

**Board of Barber and Cosmetology  
2420 Del Paso Road Suite 100  
Sacramento, CA 95834  
By Mail:**

**Board of Barber and Cosmetology  
PO Box 944226  
Sacramento, CA 94244-2260  
Toll Free: (800) 952-5210  
Fax (916) 575-7281**

**Bureau for Private Postsecondary Education  
1747 North Market Blvd., Suite 225  
Sacramento, CA 95834  
Mailing Address:**

**Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
Phone: (916) 574-8900  
Toll Free: (888) 370-7589  
Main Fax: (916) 263-1897  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)**

## **Family Educational Rights and Privacy Act (FERPA)**

All information in the student files would be available to any governing state agency, accrediting agency and federal agency during the process of reviewing the school's normal approvals, accreditations, eligibilities, and other matters conducted by those agencies without the specific consent of the student and/or parents.

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 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."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice).

Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office,

U.S. Department of Education, at

400 Maryland Avenue,

SW Washington, D.C. 20202-8520

## **DRUG AND ALCOHOL ABUSE POLICY**

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

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

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

Director of Grants and Services  
United States Department of Education  
400 Maryland Avenue SW.  
Room 3124, GSA Regional Office Bldg. #3  
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

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

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

**ORANGE COUNTY DRUG REHAB CENTER**  
**536 HAMILTON STREET**  
**COSTA MESA, CA 92627**  
**877-338-6962**

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

## CAMPUS SECURITY INFORMATION

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 01/01/2017 to 12/31/2019

### Report Distribution Date: October 1, 2021 Occurrences within the 2020 Calendar Years

Crimes Reported	2018	2019	2020	Location: C=Campus N=Non-campus P=Public	* Hate Crime?
Murder (Includes non-negligent manslaughter)	0	0	0		
Negligent manslaughter	0	0	0		
Sex offenses (forcible & non-forcible)	0	0	0		
Robberies	0	0	0	N/A	N/A
Aggravated assaults	0	0	0		
Burglaries	0	0	0		
Motor Vehicle Thefts (on Campus)	0	0	0		
Arson	0	0	0		

Number of arrest made for the following crimes	2018	2019	2020	Referred for campus disciplinary action? (Yes) (No)
Liquor Laws	0	0	0	
Drug laws	0	0	0	N/A
Weapons Possession	0	0	0	

**\*Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.**

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing "911" or non-emergency incident reporting call (714) 834-4211 for Santa Anan Police Department.
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911). Annual disclosure of Crime Statistics Report is prepared with the statistics obtained from the city of Fountain Valley Police Department and the institution's "Daily Incident Log."
3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM.



When the school closes for the night, the school's official or supervisor will inspect to see that it is empty and then set the alarms on and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate school official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

4. Current policies concerning campus law enforcement are as follows:
  - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.

The School currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

5. Though this School does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
  - a. Do not leave personal property in classrooms.
  - b. Report any suspicious persons to your institutional official.
  - c. Always try to walk in groups outside the school premises.
  - d. If you are waiting for a ride, wait within sight of other people.
  - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
  - f. The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.
  - g. The School has no formal program, other than orientation, that disseminates this information. All information is available on request.
  - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Coastline Beauty College "Daily Incident Log." The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
10. Information concerning drug and alcohol abuse education programs is posted at the campus and is

distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*

11. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest. Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

**The institution does not maintain any special relationship with State and local police and do not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.**

**This Institution encourage students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies.**

**This institution encourages students to immediately report an incident where an emergency evacuation be needed. All students should familiarize with the evacuation procedures posted in several places around the campus.**

**This institution does not provide on-campus housing.**

**Students and employees should refer to the following person or agency when reporting or seeking help on criminal incidents. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).**

Name of Person to report	Tammy Nguyen
Title	President
School Name	Santa Ana Beauty Academy
Street address	2231 N Tustin Ave
City, State Zip	Santa Ana, CA 92705
Phone No.	714-547-5177

The following website provides sex offenders information in our area <http://www.city-data.com/so/santaana-California.html>

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

Santa Ana Beauty Academy and SABA Beauty School applies its Satisfactory Academic Progress (SAP) policy to every student enrolled in a NACCAS-approved program. The SAP policy is provided to applicants prior to enrollment. The school's SAP policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time).

### **The student must:**

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $2/3 \times 30 = 20$ ).

Regardless of the average level of attendance, students who have more than two consecutive weeks of absences (14 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days up to 180 days are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the "School Rules" section of school's catalog.

3. Complete the course within one and one-half times (150%) the length of the course as defined in the catalog. For example, a student who enrolls in a 400 hour/ 20-week long Manicuring program must complete within 30 weeks. For the purpose of determining the maximum time frame, transfer hours from another institution that are accepted toward the student's educational program are counted both as attempted and completed hours. Any student, who exceeds the maximum time frame, will be terminated. The student may be permitted to re-enroll in the program on a cash-pay basis according to the school's Re-Entry Policy.
4. Students must meet minimum academic and attendance requirements for each evaluation period of the course to be considered as making satisfactory academic progress until the next scheduled evaluation.

**EVALUATION PERIODS:** Students' compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times (all hours are **scheduled hours completed**):

**Cosmetology** (1600 hours, 1.78 academic years): When a student is scheduled to complete 450, 900, 1250 and 1600 hours

**Barber** (1500 hours, 1.67 academic years): When a student is scheduled to complete 450, 900, 1200 and 1500 hours

**Manicuring** (400 hours, 0.45 academic years): When a student is scheduled to complete 200 and 400 hours

**Skin Care/Esthetician** (600 hours, 0.67 academic years): When a student is scheduled to complete 300 and 600 hours

**Barber Crossover** (200 hours, 0.23 academic years): When a student is scheduled to complete 100 and 200 hours.

All SAP evaluation shall be completed within seven (7) business days following the evaluation points. Students are required to sign every SAP evaluation form and will receive a copy of every SAP evaluation form.

**GRADING SYSTEM:** Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students upon completion of each increment of the course hours as explained above for student's review. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a minimum of "C" (**70%**) cumulative grade average or practical evaluation to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

### **ACADEMIC GRADING**

100% - 90% **A.....Excellent**  
89% - 80% **B.....Above Average**  
79% - 70% **C.....Average**  
69% - 60% **D.....Unsatisfactory**  
59% - 00 % **F.....Fail**

### **POINT GRADES FOR PRACTICAL WORK**

(GPA 4) **4 POINTS = A**  
(GPA 3) **3 POINTS = B**  
(GPA 2) **2 POINTS = C**  
(GPA 1) **1 POINTS = D**  
(GPA 0) **0 POINTS = F**

**ATTENDANCE STATUS:** Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Half time enrollment requires a minimum of 12 hours per week. Part-time enrollment is defined as more than 12 but less than 24 hours per week. Less than 12 hours per week is less than half time.

**ACADEMIC PROGRESS WARNING:** Students who fall below the above standards at the Satisfactory Academic Progress evaluation point will be placed on Academic Progress Warning until the next scheduled SAP evaluation point. A student is considered to be making unsatisfactory progress while on Warning but is still eligible for Financial Aid. If the student does not improve either grades and/or attendance by the end of the evaluation point, they will be ineligible for financial aid. Students on warning status can reestablish SAP if they meet the college's SAP requirement at the next evaluation point.

**ACADEMIC PROGRESS PROBATION:** A student who fails to make satisfactory progress during the warning period is no longer eligible for Title IV, HEA program funds, unless the student has prevailed upon appeal of the determination that has resulted in the status of probation. Students who fail to meet SAP standards during an academic progress warning period will be placed on academic progress probation for one additional evaluation period, if the student prevails upon appeal of a negative progress determination, and if the school determines that SAP standards can be met by the end of the subsequent evaluation period or the school develops an academic plan for the student, if followed, will ensure that the student is able to meet the school's SAP requirement by a specific point within the maximum timeframe established for the individual student.

Students on SAP probation will be notified by the school that they are no longer eligible to receive additional Title IV financial aid if they don't establish SAP during the probation period. For the students under SAP probation, satisfactory academic progress and financial aid eligibility will be reinstated only after the student has re-established SAP in accordance with the attendance and grading standards indicated in STANDARDS 1, 2, 3 & 4 of SAP standards as described on page 19 of the school catalog. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation and will be considered making SAP and eligible to receive further financial aid.

Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic progress, and may be terminated at the discretion of the institution. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply.

**APPEAL PROCEDURES:** Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within fourteen (14) days of school's determination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration such as but not limited to, an injury or illness of the student, death in the family or other special circumstances. The student can attach documentation regarding why the student failed to make SAP and what has changed in the student's situation that will allow the achievement of SAP at the next evaluation period, such as but not limited to doctor's note, death certificate etc. The administrator shall evaluate the appeal within a reasonable time frame (7 days) and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (7 days). The decision of the committee shall be final. All the results of the appeal procedures will be documented in the student's file. All the copies of student's request and school's decisions will be kept in the student's file.

**RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS:** Conditions for re-establishing Satisfactory Academic Progress include, but are not limited to, the achievement of academic standing consistent with graduation requirements. Financial aid recipients, who lose their eligibility for financial aid due to unsatisfactory progress or to other forms of disciplinary actions, may have their financial aid reinstated. The student may request reinstatement by writing a letter documenting the reasons the student believes he/she should be reinstated. The school committee reviews such requests after academic advising with the student.

**TRANSFER HOURS:** Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. For students with transfer hours, SAP evaluation periods are based on actual contracted hours at the school.

**COURSE INCOMPLETENESS:** Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction. Thus, course incompletes, repetition and non-credit remedial courses have no effect upon the school's SAP standards.

**RE-ENTRY POLICY:** All students who withdraw may re-enter into the program without the loss of credit hours provided it is within six (6) years from the date of their withdrawal. Most records of the student are stored for six (6) years only and it is the responsibility of the student to maintain all documents received from the institution beyond the six-year period. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the school before the student is accepted for re-enrollment. If accepted by the school the student will re-enter in the same academic progress status as she/he left.

**LEAVE OF ABSENCE:** Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to 180 days in a 12-month period. A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 days in any 12-month period.

All requests for LOA must be submitted in advance in writing, include the reason for the student's request and include the student's signature. The LOA request form must be filled out and the date of leave and return must be stated on the form prior to the officer approving the LOA.

An institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the students at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.

Do not request a Leave of Absence unless you absolutely need one. To be granted an approved LOA there must be a reasonable expectation that the student will return from the LOA.

A student on approved LOA that meets these criteria is not considered withdrawn. Therefore no refund calculation is required. Students on LOA's will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her maximum time frame to complete the course and the period covered by the enrollment agreement (contract) extended by the same number of days taken in the leave of absence. Contract addendum will be prepared to reflect the changes, which must be initialed, signed and dated by both the student and a school officer.

The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration date of an approved LOA. The withdrawal date for the purpose of calculating a refund is always student's last day of attendance prior to the start of the leave and the official determination date will be the expected return date of the leave of absence. The refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 days of the official determination date.

**ATTENANCE POLICY, TARDY AND MAKE-UP POLICIES:** Attendance must be maintained at an average of 67 percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement. An absence may be excused by calling-in the same day prior to the beginning of class. Frequent tardiness and/or absences are cause for disciplinary action such as probation or dismissal. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand. Students are required to make-up for the lessons, and exams missed due to absenteeism. Make-up work will not be permitted during class hours. A record of make-up work is maintained for each student who is required to perform this type of work. If the student is absent during two (2) consecutive weeks, the school will withdraw him/her.

## **DISTANCE EDUCATION POLICY**

Due to the unprecedented pandemic surrounding COVID 19, Santa Ana Beauty Academy will employ Distance Education in most or all of its courses for the foreseeable future.

Distance education is defined as a planned teaching/learning experience in which teacher and students are separated by physical distance and teacher-student interaction occurs through multiple modalities of existing and evolving media. Distance education requires special techniques of course design, instructional techniques, assessment, and methods of communication by electronic and other technology, as well as special organization and administrative arrangements. We accept the Higher Learning Commission's definitions for Distance Education courses and programs:

Distance education courses are those in which all or the vast majority (typically 50% or more) of the instruction and interaction occurs via electronic communication or equivalent mechanism with the faculty and students physically separated from each other.

Distance education programs are those certificate or degree programs in which 50% or more of the required courses may be taken as distance education courses. In other courses, the instructor may require students to meet at a given time in a chat room intended specifically to provide interaction between students and the instructor. Web-based instruction may indeed be a component of a traditional course, teleconference or interactive video instruction. In some instances, students will be required to come to campus for the opening session and to take one or more examinations.

## **FACULTY**

Faculty members engaged in distance education shall have academic freedom as teachers and researchers in full accordance with the provisions of the 1940 *Statement of Principles on Academic Freedom and Tenure*, including "freedom in the classroom in discussing their subject" and "full freedom in research and in the publication of the results."

Methods of presentation and course materials are to be under the control of the faculty member assigned to develop and/or teach the distance education course. Oversight by the faculty member's colleagues within the department or program shall be subject to the usual norms and responsibilities of supervision and oversight associated with the functions of the department.

Individual faculty members should have the same responsibility for selecting and presenting materials in courses offered through distance education technologies that they have in those offered in traditional classroom settings.

## **EDUCATION STANDARDS**

Distance education courses (or modifications thereto) shall comply with all of the standard practices, procedures, and criteria which have been established for traditional in-the-classroom courses including but not limited to, faculty involvement at the level of course development and approval, selection of qualified faculty to teach the course, pedagogical determinations about appropriate class size, and oversight of all final course offerings by the appropriate faculty committee to ensure conformity with previously established traditions of course quality and relevance to programs.

## **DISCLAIMER**

Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.

## **OFFICE HOURS**

A faculty member teaching a distance-education course shall conduct the normally expected total number of office hours. In order to accommodate distance education student needs, if it is deemed appropriate by the faculty member, some of the normally expected office hours may be held online to conduct business and consult with students utilizing technology.

The precise terms and conditions of every appointment should be stated in writing and be in the possession of the faculty member and the institution before the faculty member is assigned to utilize distance education technologies in the delivery of instructional material in a course for academic credit. No member of the faculty should be required to participate in distance-education courses or programs without adequate preparation and training, and without prior approval of such courses and programs by the appropriate faculty body.

### **EQUIPMENT**

Prior to distance education courses being taught, the technology and equipment needs should be identified and in place. The institution will provide the faculty member with the necessary equipment to teach the distance education course.

Prior to distance education courses being taught, appropriate training both technical and curricular will be available to potential users. If new technologies are added, further training will be offered. If the necessary training is not available on campus, the college/university shall arrange for and pay the costs of any special training required.

### **TECHNICAL ASSISTANCE**

Prior to distance-education courses being taught, appropriate forms of assistance should be made available to the faculty members and the students. The institution will provide adequate support services at both the sending and receiving site for all distance education classes. Further, the institution will provide adequate security for all faculty members teaching distance education courses. Provisions will be made for clerical, technical, and library support as needed.

### **VISUAL AIDS**

Assistance will be provided by Santa Ana Beauty Academy, to develop study guides, teaching aids, and other course materials, and in clearing copyrights for use of material in the course.

### **PROHIBITION OF RECORDING OF COURSES PRESENTATION**

Courses and course presentations shall not be recorded without prior knowledge and consent of the faculty member. Such recordings are not to be reused or revised without the written consent of the faculty member.

Copyright of recordings of courses and course presentations shall be owned by the faculty member(s) as in the case of traditional course materials.

The faculty member (or an appropriate faculty body) who creates the course (or adapts a pre-existing course) for use in distance education shall exercise control over the future use, modification, and distribution of recorded instructional material and shall determine whether the material should be revised or withdrawn from use.

### **SAFEGUARDS**

The Academy will ensure that safeguards have been built into the distance-education course format to require that students be held to the same standards of academic honesty as students in traditional courses.

### **PRIVACY**

Santa Ana Beauty Academy verifies the identity of a student who participates in class or coursework by using a secure login and pass code. The student must first sign into the "Moodle" course management system with the ID number assigned to the student upon admission and a pin number issued specifically to the student through the Information Technology Department.

The student must change his temporary password to a privately selected one to be used for all future logins into the course. The student is allowed access to the coursework only after the registration process is complete. The student can only access the course through the secure login and pass code. Each time the student enters the course the ID and password must be verified. If the course is a hybrid course, the student must meet at least four sessions on campus which allow proctoring of tests. Passwords of online students are known only to them. The college is continuing to seek additional and improved methods to help ensure that students participating in online courses, and taking online exams, are the same individuals enrolled in the classes as the distance education program is more fully developed. The two-tier approach ensures the confidentiality of the student and his/her coursework.

### **PERIODIC REVIEW OF POLICIES AND PROCEDURES**

The policies and procedures stated in this policy will be reviewed and updated on a regular basis.

### **FACULTY EVALUATION**

The institution shall implement a process to assure that students are able to evaluate the teaching performance of faculty members who offer courses taken via the distance-education format. Distance-education equipment shall not be used to evaluate faculty performance. Faculty members participating in the distance-education program shall be evaluated in the same manner as all other faculty members in accordance with the appropriate provisions

of the collective bargaining agreement or institutional policy. If any classroom observations or evaluations take place, the observer shall be in the same room as the faculty member. No outside visitor shall be allowed unless the faculty member agrees in advance to the visit.

#### **COURSE EVALUATION AND MAINTENANCE**

Distance education course offerings shall be evaluated according to the course evaluation procedures in effect for on-campus courses.

Additional items to be evaluated shall include the effectiveness and efficiency of delivery systems, academic resources, student services, and access to faculty.

Records of evaluations and the analyses of the evaluations must be kept on file, as well as documentation of the proactive use of the results of the evaluations in the enhancement of course offerings.

#### **CLOCK HOUR POLICY**

The Institution requires students to attend online lectures by “clocking in” and “clocking out” of the online system according to the class schedule in order to record the number of “clock hours” required for graduation.

Clock hours will be recorded pursuant to the Satisfactory Academic Policy as delineated in the Catalog.

All assessments that will be used for calculating a student’s GPA must be executed while the student is physically on campus.

#### **ON CAMPUS POLICY FOR DISTANCE EDUCATION**

Students must participate in learning activities while physically present at the contracted campus at least once every ten-business days for the length of a scheduled class day as outlined in the enrollment contract.

#### **TRANSCRIPTS**

Any student who obtains instruction in a course offered solely through distance education shall be furnished a transcript that identifies the distance education component.

#### **ACCESSIBILITY**

To be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, all programs, services, and activities offered by Santa Ana Beauty Academy must be accessible to and usable by persons with documented disabilities who have met the technical and academic standards for admission.

Online courses are required to be ADA compliant. For additional information on accommodation services, contact the Institution.

#### **ORIENTATION**

Orientation will be provided for all distance education students online by the course instructor. The orientation is designed to familiarize new and prospective students with the online learning environment.



## **SCHOOL RULES AND REGULATIONS**

1. School hours: Evening Classes: Tuesday – Friday 5:00 p.m.-9:00 p.m. and Saturday 8:30 a.m.-5:00 p.m.  
Day Classes: Tuesday-Saturdays 8:30 a.m.-5:00 p.m.
2. Timecards must be clearly legible. Students must punch only their own timecards.
3. In case of illness or emergency the student must call the school staff and report his/her absence before 8:45 a.m. that morning. Evening students must call prior to 1:00 p.m. the day of each absence.
4. Students are required to be in class for roll call promptly at 8:30 a.m. in clean, prescribed uniform. All students must wear a White/Black Smock, Black or White pants neat and clean. No shorts are permitted. Shoes must be closed toe and closed heel shoes. A tennis shoe type shoe is recommended due to the long periods of standing required in our occupation
5. Students appearing in school with their hair not set and neat will clock out. Beauty needs are to be done on the student's own time.
6. A student who is tardy (8:38 a.m. & 5:08 p.m.), cannot clock in until theory class is over and may not attend theory class. Students who are habitually tardy (5 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.
7. Students will take lunch between 11:30 a.m. and 1:30 p.m. and must be cleared by receptionist at the desk. Students should report to an instructor if they have not had lunch by 1:30 p.m. Lunch is 30 minutes.
8. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students who fail to do so will only receive credit for hours indicated by the time clock.
9. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day his/her timecard must be left at the receptionist desk.
10. No gum chewing is allowed in the School at any time. Smoking is allowed in assigned areas only OUTSIDE of the building.
11. No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.
12. School business phones may not be used for personal calls. All calls are limited to 3 minutes. You are not permitted to leave a patron just to answer the phone.
13. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times.
14. Students must keep their workstation, in class or on the floor, clean and sanitary at all times.
15. A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
16. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for disciplinary action.
17. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
18. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.

19. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
20. Students are responsible for the return of School materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
21. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
22. A student must attend School on all Fridays and Saturdays. Days before and after holidays are considered Saturdays. The School reserves the right to a disciplinary action against a student if this rule is violated. A student may be required to produce medical documentation of illness.
23. Students have the privilege at all times to consult the management on personal problems. The School positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
24. The School will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or illegal drugs.
25. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly timecards will be audited by the School office. Credit will be given for applied effort only; continuously engaged in training and study of the Branch of Cosmetology for which you are enrolled. All work must be checked by an instructor or credit will not be given. Records must be neat and clear.
26. Only products furnished by the School may be used unless otherwise approved by the supervisor.
27. Students are to park only in the areas designated (by unmarked stalls). During orientation class, you will be shown the parking areas, and where to park when the unmarked stalls are full.
28. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
29. Students must comply with School policy and state rules and regulations.
30. Due to absences, all assignments, tests and homework may be made up. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
31. Notify office immediately of any address or telephone change.
33. Absence of THREE days or more without notification shall be considered cause for disciplinary action.

These rules are designed to form excellent work habits and to aid in completing your course as soon as possible so that you may become employed as a Cosmetologist, Barber, Manicurist, Skin Care, Holistic Health Practitioner and Massage Therapist. **Violation of school rules may result in suspension or termination.**

## TUITION AND FEE SCHEDULE

Program	*Reg Fee	*Books/Supplies	*STRF Fee	Total Tuition	Total Charges for a Period of Attendance				Estimated schedule of total charges for the entire educational program
					1 <sup>st</sup> PP*	2 <sup>nd</sup> PP	3 <sup>rd</sup> PP	4 <sup>th</sup> PP	
Cosmetology -1600 hours	\$150	\$1,800	\$35.00	\$12,000	\$4,066.25	\$3,881.25	\$3,018.75	\$3,018.75	\$13,985.00
Cosmetology -1000 hours	\$150	\$1,800	\$22.50	\$7,500	\$4,357.50	\$4,185.00	\$930.00		\$9,472.50
Barber-1500 hours	\$150	\$1,800	\$32.50	\$11,250	\$4,097.50	\$3,915.00	\$2,610.00	\$2,610.00	\$13,232.50
Barber-1000 hours	\$150	\$1,800	\$22.50	\$7,500	\$4,357.50	\$4,185.00	\$930.00		\$9,472.50
Manicuring	\$150	\$500	\$7.50	\$2,600	\$1,707.50	\$1,550.00	N/A	N/A	\$3,257.50
Skin Care/ Esthetician	\$150	\$1,800	\$15.00	\$4,500	\$3,315.00	\$3,150.00	N/A	N/A	\$6,465.00
Barber Crossover	\$150	\$200	\$5.00	\$1,300	\$905.00	\$750.00	N/A	N/A	\$1,655.00

\***Registration Fee:** Non-Refundable after attendance at the first class session or the seventh day after enrollment, whichever is later.

\***PP** is for payment period.

\***Books/Supplies:** Once used, books and supplies are **not** refundable due to sanitary considerations.

\***STRF Fee:** Student Tuition Recovery Fund Fee is Non-Refundable after attendance at the first class session or the seventh day after enrollment whichever is later. This fee is paid by the school on behalf of the student.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**EXTRA INSTRUCTION CHARGES:** Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the on-time completion date, an extra instruction charge will be assessed for the additional time necessary to complete the required hours based on the student's scheduled hours of attendance (not the actual hours attended). An addendum to the enrollment contract will reflect the hours to complete and rate per hour as \$7.50/hour.

**COLLECTION OF TUITION:** Students are expected to contribute from their own family resources toward the student's cost of attendance. At the student's option, the school may accept payment in full for tuition and fees after the student has been accepted and enrolled and the date of the first-class session is disclosed on the enrollment agreement for Manicuring and Barber Crossover courses. For students enrolled in Cosmetology, Barber and Skin Care courses, the school charges tuition proportionately according to the payment periods, which shall not exceed more than one term or four months of advance payment of tuition at a time. Federal student financial aid is available to those that qualify to cover educational expenses. Financial aid (Pell grant) is a gift aid that does not need to be repaid. It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance to their means. It is also our policy to discourage students from borrowing loan funds unless is necessary. All estimates of available funds from financial aid will be first used to cover institutional charges; if funds remain available, they will be

disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation. The school accepts cash, check, debit/credit card and money order.

**THE SCHOOL RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT STUDENTS WHO ARE ALREADY ATTENDING.**

**State Financial Aid: The school does not participate in any California State Financial Aid Program.**

**SCHOLARSHIP: The school does not award any institutional scholarship incentive or fee waiver.**

**RIGHT TO WITHHOLD PROOF OF TRAINING FOR NON-PAYMENT OF TUITION: An institution may withhold a student's Proof of Training if the student is in default on a student tuition contract.**

**\*\*\*PRE-APPLICATION FOR LICENSING EXAM: Students will be allowed to pre-apply for the licensing exam provided they have paid their account in full at the appropriate pre-application clock hours and provided they have maintained a 90% attendance ratio throughout their program of study and have not received any suspensions. Out of state and transfer students will not be allowed to pre-apply.**

### **WITHDRAWAL AND REFUND POLICY**

The school's withdrawal and refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. The school's withdrawal and refund policy complies with all federal and state regulatory agencies such as UDSE and BPPE.

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

**CANCELLATION:** shall occur when the student or the legal guardian gives signed written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given two notices of cancellation forms for your use if you decide to cancel, however, you can use any written notice that you may wish. You do not cancel the contract by just not attending classes.

**Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:**

The date you notify the Registrar office of your intent to withdraw. Only the Registrar office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week (14 days) period and fail to inform the school that you are not withdrawing. (Unofficial withdrawal) The school monitors attendance at least once in every fourteen (14) days.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA. If a student on an approved LOA notifies the school that he or she will not be returning, the date of withdrawal determination will be the earlier of the scheduled date of return from LOA or the date the student notifies the school that the student will not return.

**REFUND POLICY: After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student.**

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

If you cancel the agreement within the cancellation period, the school will refund any money that you paid, less any deduction for registration fee. If you withdraw from school after the cancellation period, the refund policy described above will apply. The school will perform refund calculation within 6 weeks of official determination of withdrawal. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal determination date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination. If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.

**Hypothetical Refund Example:** The following table outlines the refund due based on percentage of training completed, using scheduled hours, assuming you paid following:

Total Tuition	Less Registration fee	Less Kit/books	Less STRF fee	Tuition Cost
\$13,956.00	\$150.00	\$1,800.00	\$6.00	\$12,000.00

Tuition Cost	Hours in Course	Hourly charge	Tuition Paid	Hours attended	Tuition owed	Refund due
\$12,000.00	1600 Hours	\$ 7.50/ Hour	\$12,000.00	600 Hours	\$4,500.00	\$7,500.00

**Rejected Enrollment:** All funds paid except a non-refundable registration fee will be returned if the student is rejected for enrollment.

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

**School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has been completed, the school shall at its option: 1. Provide a pro-rata refund of all money paid; or 2. Provide for the prompt completion of the course at schools in the neighborhood with no additional charge. 3. BBC will notify students individually of the availability of these arrangements or teach-out plans and advertise them as such. 4. Submit the list of all students who were enrolled at the time of closure including the amount of each pro-rata refund to all relevant agencies and dispose school records in accordance with state laws.

### **WITHDRAWAL CALCULATIONS**

Once the student has been determined by the school to have withdrawn from the course of study, the school will determine **if the student received or was entitled to receive Federal Funds from the Title IV Financial aid programs available at the school during the payment period (or enrollment period).** If the answer is **YES**, the school will conduct **two distinctive and different calculations.** Those calculations are described as follows.

**RETURN OF TITLE IV FUNDS:** This formula determines the percentage of time (scheduled hours) that the student completed of the payment period or enrollment period in a course at the time of the student's withdrawal. This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period or enrollment period. The result of this calculation is defined as earned funds. If the student received more than the earned amount, the overpayment is called unearned funds and must be returned to the programs in the following order: 1. Pell Grant, 2. Other Recourse and 3. The student.

If the calculation shows that the student owes funds to the grant programs, the liability of the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by student. A student does not have to repay a grant overpayment of \$50 or less per program. These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

NOTE: If the institution was required by this calculation to return to the programs some of the funds it has collected as tuition payment, the student's tuition account would be adjusted accordingly. Therefore, if the tuition was paid in full, but if the institution returned funds to the programs, the tuition account will show that

the student owes that amount returned by the institution to the programs. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the determination of withdrawal from school date.

**POST WITHDRAWAL DISBURSEMENT:** If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, and then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it

wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion.

Once this calculation is finalized, the institution will then perform a **second and different calculation** using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation

### **THE INSTITUTIONAL REFUND POLICY**

This is a calculation mandated by the state agency, the accrediting agency or the institution itself. The formula takes into consideration the percentage of the course completed and it applies that percentage or the corresponding brackets to the institutional charges to determine how much the institution earned of those charges, how much was paid toward those charges and finally the amount owed, if any, by the student to the school or if there is an amount due from the institution as a refund to the Title IV aid program. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the Determination of withdrawal from school date.

## **FEDERAL STUDENT AID (FSA)**

Based on a combination of approvals, authorization, and accreditation, our students at Santa Ana Beauty Academy (SABA) are eligible to apply for and receive Federal PELL Grant (FPELL) while attending the college. FPELL is a gift from Federal Government for the students who qualify. Students do **not** need to pay back the FPELL.

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

\*Santa Ana Beauty Academy does not participate in Federal Student Loan program.

**GENERAL FINANCIAL AID INFORMATION:** If you wish to apply for FSA or you have questions, or you need sections of the Catalog clarified, contact the Financial Aid Office (FAO) at the school. Additional information regarding the Federal Student Aid programs may be found in "Funding Education Beyond High School" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center at 1 (800) 433-3243, TTY 1 (800) 730-8913, or logging on to the Internet at <http://studentaid.ed.gov>.

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

## **USDE TITLE IV STUDENT AID PROGRAM:**

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

### **GRANT (FREE) AID** (This aid does not have to be repaid)

Federal PELL Grant Program (FPELL) \$6,345.00 maximum annual limit (Does not require repayment)

For more specific information on each program please refer to the student guides available at Student Guide web site [http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

## **STUDENT ELIGIBILITY REQUIREMENTS**

To be eligible for financial aid, a student must:

- Complete a FAFSA (Free Application for Federal Student Aid) or apply on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov);
- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;
- Be registered for selective service (if a male aged 18 through 25);
- Have a high school diploma (or foreign equivalent); have a GED; have completed home schooling at the secondary level; have an Associate degree; have passed a Department approved ability-to-benefit test, was eligible for federal student aid and was enrolled in an eligible academic program on or before June 30, 2011.

## **APPLICATION FOR AID, PROCEDURES AND FORMS**

Financial aid application for the school is Free Application for Federal Student Aid (FAFSA). This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the FAO. Forms and assistance in completing them are available at SABA during school hours. In addition to the FAFSA, SABA requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

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

**Deadline:** FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by August 29, of the award year from which aid is requested from, or your last day of enrollment in 2020 - 2021 whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

For more information of the FAFSA application available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

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

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

## **DETERMINING NEED**

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

DE utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report (SAR) with the calculation of the Expected Family Contribution (EFC).

## **COST OF ATTENDANCE**

The total amount it will cost a student to go to school. This institution uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION (CSAC)**.

Elements included in the budget:	Tuition	Actual cost
	Registration Fee	Actual cost
	Books and supplies	\$1,854 PER ACADEMIC YEAR
Living cost allowance (monthly figures):	Student living with parents	Student Living off campus
Room and board	\$583/MO	\$1,477/MO
Transportation	\$122/MO	\$137/MO
Personal/misc.	\$364/MO	\$334/MO

## **VERIFICATION OF INFORMATION**

The school is required by USDE to verify certain applications that are selected by Central Processing System (CPS). In rare instances, the school's FAO may elect to verify the application to resolve any questions he/she may have regarding what has been reported on the FAFSA or other documents provided in the student's file.

Verification requirements are applicable only to FSA recipients.

The school has chosen to verify 100% of its **selected** applications.

The school will request the student's/parents' tax return transcript of applicant who is selected for verification by USDE. The applicant must submit a copy of tax return transcript if filed in order to complete the verification requirement.

The CPS matches the application data to several databases, including the National Student Loan Data System (NSLDS), to flag certain items. Items, which are questioned, must be resolved before disbursing funds to the student.

When the USDE processes an application, it uses the applicant's social security number, name and date of berth to perform several edits with federal databases. Certain data match edit can result in comment code, or "C" code, that are indicated on the Institutional Student Information Record (ISIR) and must be researched and cleared prior



to federal aid processing. If a "C" code is present on the ISIR, FAO will request documentation from the student to determine eligibility.

The school's FAO is required to resolve any conflicting information for an applicant. Conflicting information is not exempt from verification requirements.

The school will not disburse FSA funds until the student has completed required verification. No interim disbursement will be made. The student will be advised completion of the verification process.

**VERIFICATION EXCLUSIONS:** Applicants excluded from verification include:

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

**REQUIRED VERIFICATION ITEMS:** Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include:

- Total number of persons in the household.
  - The number of members of household enrolled at least half-time students in postsecondary educational institutions.
  - Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2018).
  - U.S. income tax paid for the base year (2018).
  - Certain untaxed income and benefits for the base year if certain conditions would apply include:  
Social Security benefits, child support, untaxed payments to IRA or Keogh, foreign income, earned income credit, interest on tax free bonds.
- The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

**DOCUMENTATION REQUIRED:** Student's, spouse's and/or parents' (as applicable) IRS tax return transcripts (IRS 1040, 1040A, or 1040EZ 1040Tefile and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet. Use the Verification Worksheet to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms.

**TIME PERIOD FOR PROVIDING DOCUMENTATION:**

Applicants must provide the required documentation within 60 days from the last day of attendance or August 31, 2020, whichever is earlier.

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

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.

- Change in dependency status.

Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.

The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

**CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S):** If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

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

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

**TOLERANCES:** If there are non-dollar errors and if the errors in dollar items total less the \$25, there is no requirement to recalculate the student's EFC

**NOTIFICATION OF RESULTS OF VERIFICATION:** The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

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

#### **DEFINITIONS RELATED TO FINANCIAL AID:**

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

**CLOCK HOUR:** A period of 50 to 60 minutes of supervised instruction during a 60-minute time period.

**COST OF ATTENDANCE:** Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

**CREDIT BALANCE:** A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

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

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

**EXPECTED FAMILY CONTRIBUTION (EFC):** Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

**FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:** You must be one of the following to receive federal student aid:

- U.S. Citizen

- b. U.S. National
- c. Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:  
Refugee, Asylum Granted, Parole for a minimum of one year that has not expired, T-Visa holder (T-1, T-2, T-3 etc.), Cuban-Haitian entrant, Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking"

**IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:**

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- G series visa (pertaining to international organizations)

**INDEPENDENT STUDENT:** An individual who meets one of the following criteria:

1. Were you born before January 1, 1997?
2. As of today, are you married? (Yes, if separated but not divorced)
3. At the beginning of the 2020-2021 school year, will you be working on a master's or doctorate program?
4. Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. Are you a veteran of the U.S. Armed Forces?
6. Do have children who will receive more than half of their support from you between July 1, 2020 and June 30, 2021?
7. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2021?
8. At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. As determined by a court in your state are you or were you an emancipated minor?
10. As determined by a court in your state of legal residence, are you or were you in legal guardianship?
11. At any time on or after July 1, 2019, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. At any time on or after July 1, 2019, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. At any time on or after July 1, 2019, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

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

**PAYMENT PERIOD:** 450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

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

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

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

**FINANCIAL AID-CONSUMER INFORMATION:**

In an effort to assist the student in making a more educated decision about enrolling, the SABA provides the following disclosure on either in paper, catalog and web site.

- Institutional Performance Fact Sheet
- Gainful Employment
- Crime statistics report and procedures
- Drug and alcohol abuse policy
- FERPA
- Textbook disclosure
- GED Class availability
- Voting Information
- Copyright Infringement Policy

**GAINFUL EMPLOYMENT**

The Gainful Employment information is available on the school's web site at [www.saba-ca.com](http://www.saba-ca.com).

**NET PRICE CALCULATOR:**

The Net Price Calculator is available on the school's web site at [www.saba-ca.com](http://www.saba-ca.com).

## **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 repaid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

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

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

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

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

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

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

Effective **April 1, 2022**, the Student Tuition Recovery Fund (STRF) assessment rate changed from fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges to two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges. (5, CCR Section 76120)

## **ACADEMIC COURSES**

At the beginning of the first day of a course, each instructor should provide a course outline to every new student.

### **CURRICULUM FOR COSMETOLOGY COURSE (1,600 HOURS) CLOCK HOURS:**

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barber and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

<b>SUBJECT</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)</b>
<b><u>1100 Hours of Technical Instruction and Practical Training in Hair Dressing</u></b>		
<b>Hairstyling:</b> The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	240
<b>Permanent Waving and Chemical Straightening:</b> The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
<b>Hair Coloring and Bleaching:</b> The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
<b>Hair Cutting:</b> The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<b><u>200 Hours of Technical Instruction in Health and Safety</u></b>		
<b>Laws and Regulations:</b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	
<b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of	45	

electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets. Health and Safety required by BBC.		
<p><b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.</p> <p>Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	20	
<p><b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.</p>	15	
<p><b>Health and Safety Course on Hazardous Substances:</b> The health and safety course on hazardous substances and basic labor laws developed by the pursuant to Business and Professions Code section 7389.</p>	30	
<b><u>200 Hours of Technical Instruction and Practical Training in Esthetics</u></b>		
<p><b>Manual, Electrical and Chemical Facials:</b> The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	25	40
<p><b>Eyebrow Beautification and Make-up:</b> The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.</p> <p>The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.</p>	25	30
<b><u>100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring</u></b>		
<p><b>Manicuring and Pedicuring:</b> The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.</p>	10	25

**Artificial Nails and Wraps:**

Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.

25

120 Nails

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:** Salon Management, communication skills that includes professionalism, resume development, interview preparation, job search skills, salesmanship, decorum, record keeping, client service record cards and employment development, modeling, desk and reception and customer care and other subjects relating to Cosmetology field.

**COSMETOLOGY PERFORMANCE OBJECTIVE**

1. Acquire knowledge of laws and rules regulating California's cosmological establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to cosmetology.

**SKILLS TO BE DEVELOPED:** Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicure, learn the application of brush-on nails, nail wraps, and nail tips.

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:** Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

**LEARNING STRATEGY:** Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures and demonstrations, prepare written procedures on practical operations and perform practical operations on another person and/or a mannequin.

Resources: Textbooks, notes from class lectures, supplemental materials handed out in classes, school library and demonstrations

**EVALUATION:** Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Instructors provide interactive lectures utilizing discussion, project assignment, problem solving and question and answer sessions in theory class for each subject. Each student is then tested on the theory subject at the end of the chapter. Instructors provide demonstrations of practical procedures using an individualized instruction whenever necessary. Then instructors observe students applying the practical operations and grade the operations accordingly.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations with a Grade Point Average (GPA) of "C" (70%) or better and his/her tuition account is paid in full, he/she is awarded a diploma certifying his/her graduation.

Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology Licensing Examination.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

**Disclaimer: The course requirements of our school exceeds the minimum requirements for state licensure. California State requires 1,000 clock hours for Cosmetology license.**



## **CURRICULUM FOR COSMETOLOGY COURSE (1,000 CLOCK HOURS)**

**DESCRIPTION:** The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for profitable employment as a Cosmetologist, Hairdressers and Hairstylists. All classes are taught in English.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer and employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, coloring, lightening, chemical reformation, scalp/hair conditioning, skin care, and nail care.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, current trends, fashions, and methods for career development in cosmetology and related fields.

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

**REFERENCES:** Students follow Milady Standard: Cosmetology. A comprehensive resource center of references, periodicals, books, texts, video, and online resources are available to support the course of study and supplement the students' training.

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:** Salon Management, communication skills that includes professionalism, resume development, interview preparation, job search skills, salesmanship, decorum, record keeping, client service record cards and employment development, modeling, desk and reception and customer care and other subjects relating to Cosmetology field.

**SKILLS TO BE DEVELOPED:** Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicure, learn the application of brush-on nails, nail wraps, and nail tips.

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:** Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

**LEARNING STRATEGY:** Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures and demonstrations, prepare written procedures on practical operations and perform practical operations on another person and/or a mannequin.

**Resources:** Textbooks, notes from class lectures, supplemental materials handed out in classes, school library and demonstrations

**EVALUATION:** Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training in a particular subject area. Instructors provide interactive lectures utilizing discussion, project assignment, problem solving and question and answer

sessions in theory class for each subject. Each student is then tested on the theory subject at the end of the chapter. Instructors provide demonstrations of practical procedures using an individualized instruction whenever necessary. Then instructors observe students applying the practical operations and grade the operations accordingly.

**GRADING SYSTEM:**

**ACADEMIC GRADING**

100% - 90% A.....Excellent  
89% - 80% B.....Above Average  
79% - 70% C.....Average  
69% - 60% D.....Unsatisfactory  
59% - 00 % F.....Fail

**POINT GRADES FOR PRACTICAL WORK**

(GPA 4) 4 POINTS = A  
(GPA 3) 3 POINTS = B  
(GPA 2) 2 POINTS = C  
(GPA 1) 1 POINTS = D  
(GPA 0) 0 POINTS = F

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations with a Grade Point Average (GPA) of "C" (70%) or better and his/her tuition account is paid in full, he/she is awarded a diploma certifying his/her graduation.

Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology Licensing Examination.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

**CURRICULUM FOR SKIN CARE/ESTHETICIAN COURSE (600 HOURS)**

The curriculum for students enrolled in a Skin Care course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Skin Care, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<b><u>350 Hours of Technical Instruction and Practical Training in Facials</u></b>		
<p><b>Manual, Electrical and Chemical Facials:</b> The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	70	140
<p><b>Preparation:</b> The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.</p>	15	
<b><u>200 Hours of Technical Instruction in Health and Safety</u></b>		
<p><b>Laws and Regulations:</b> The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	10	
<p><b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.</p>	70	
<p><b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the</p>	10	

health and safety of the consumer as well as the technician. Proper disinfection procedures.  Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.		
<b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15	
<b>Health and Safety Course on Hazardous Substances:</b> The health and safety course on hazardous substances and basic labor laws developed by the pursuant to Business and Professions Code section 7389.	30	
<b>50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up</b>		
<b>Eyebrow Beautification:</b> The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25	50
<b>Make-up:</b> The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.	20	40

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:** Salon Management, communication skills that includes professionalism, resume development, interview preparation, job search skills, salesmanship, decorum, record keeping, client service record cards and employment development, modeling, desk and reception and customer care and other subjects relating to Esthetics field.

**SKIN CARE PERFORMANCE OBJECTIVE:** Acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.

**SKILLS TO BE DEVELOPED:** Use of proper implements relative to cosmetician, develop the knowledge to recognize the various skin conditions and disorders develop the knowledge relating to products used by Esthetician and determined for individual customer use, develop the knowledge of safety precautions associated with Esthetic practices.

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:** Be able to appreciate good workmanship common to Skin Care, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**LEARNING STRATEGY:** Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures and demonstrations, prepare written procedures on practical operations and perform practical operations on another person and/or a mannequin.  
Resources: Textbooks, notes from class lectures, supplemental materials handed out in classes, school library and demonstrations

**EVALUATION:** Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Instructors provide interactive lectures utilizing discussion, project assignment, problem solving and question and answer sessions in theory class for each subject. Each student is then tested on the theory subject at the end of the

chapter. Instructors provide demonstrations of practical procedures using an individualized instruction whenever necessary. Then instructors observe students applying the practical operations and grade the operations accordingly.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations with a Grade Point Average (GPA) of "C" (70%) or better and his/her tuition account is paid in full, he/she is awarded a diploma certifying his/her graduation.

Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology Licensing Examination.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, A Skin Care license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

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## **CURRICULUM FOR BARBER COURSE OF STUDY (1,500 CLOCK HOURS)**

The curriculum for students enrolled in a barber course shall consist of fifteen hundred (1500) clock hours of technical instruction and practical operations covering all practices constituting the art of barber pursuant to Section 7316 of the Barber and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. The course of instruction in the practical phases of barber required for a student enrolled in a 1,500-hour course shall cover not less than 1,300 hours including training in basic haircutting and in hairstyling of all textures of hair at the discretion of the school owner or instructor. The practical training shall include performance of the following minimum.

<b>SUBJECT</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)</b>
<b><u>1100 Hours of Technical Instruction and Practical Training in Hair Dressing</u></b>		
<b>Hairstyling:</b> The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	240
<b>Permanent Waving and Chemical Straightening:</b> The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
<b>Hair Coloring and Bleaching:</b> The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
<b>Hair Cutting:</b> The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<b><u>200 Hours of Technical Instruction and Practical Training in Shaving</u></b>		
<b>Shaving Preparation and Performance:</b> The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100	40
<b><u>200 Hours of Technical Instruction in Health and Safety</u></b>		
<b>Laws and Regulations:</b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	

<p><b>Health and Safety Considerations:</b> Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.</p>	45	
<p><b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.</p> <p>Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	20	
<p><b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.</p>	15	
<p><b>Health and Safety Course on Hazardous Substances:</b> The health and safety course on hazardous substances and basic labor laws developed by the pursuant to Business and Professions Code section 7389.</p>	30	

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:** Salon Management, communication skills that includes professionalism, resume development, interview preparation, job search skills, salesmanship, decorum, record keeping, client service record cards and employment development, modeling, desk and reception and customer care and other subjects relating to Barbering field.

**PERFORMANCE OBJECTIVES**

1. Acquire knowledge of laws and rules regulating California's barber establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin.
3. Acquire knowledge of general theory relative to barber including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to Barber.

**SKILLS TO BE DEVELOPED**

1. Learn the proper use of implements relative to all barber services.
2. Acquire the knowledge of analyzing the scalp, face, and prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all Barber services.

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED**

1. Be able to appreciate good workmanship common to barber.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

**LEARNING STRATEGY:** Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures and demonstrations, prepare written procedures on practical operations and perform practical operations on another person and/or a mannequin.

Resources: Textbooks, notes from class lectures, supplemental materials handed out in classes, school library and demonstrations

**EVALUATION:** Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter

prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Instructors provide interactive lectures utilizing discussion, project assignment, problem solving and question and answer sessions in theory class for each subject. Each student is then tested on the theory subject at the end of the chapter. Instructors provide demonstrations of practical procedures using an individualized instruction whenever necessary. Then instructors observe students applying the practical operations and grade the operations accordingly.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations with a Grade Point Average (GPA) of "C" (70%) or better and his/her tuition account is paid in full, he/she is awarded a diploma certifying his/her graduation.

Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology Licensing Examination.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barber course as described above and passed the Board of Barber/Cosmetology Licensing Exam with an overall average of 75%.

***Disclaimer: The course requirements of our school exceeds the minimum requirements for state licensure. California State requires 1,000 clock hours for Barber license.***

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## **CURRICULUM FOR BARBER COURSE OF STUDY (1,000 CLOCK HOURS)**

**DESCRIPTION:** The primary purpose of the Barber Course is to train the student in basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency for profitable employment as a Barber.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Respect the need to deliver worth service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the area of hair care, skin care and nail care.
5. Perform the basic analytical skills to determine hair care, skin care and nail care services to achieve the best total look for each client.
6. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in barbering and related fields.

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

**REFERENCES:** Students follow *Milady Standard: Barbering*. A comprehensive resource center of references, periodicals, books, texts, video, and online resources are available to support the course of study and supplement student training.

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:** Salon Management, communication skills that includes professionalism, resume development, interview preparation, job search skills, salesmanship, decorum, record keeping, client service record cards and employment development, modeling, desk and reception and customer care and other subjects relating to Barbering field.

### **SKILLS TO BE DEVELOPED**

1. Learn the proper use of implements relative to all barber services.
2. Acquire the knowledge of analyzing the scalp, face, and prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all Barber services.

### **ATTITUDES AND APPRECIATION'S TO BE DEVELOPED**

1. Be able to appreciate good workmanship common to barber.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

**LEARNING STRATEGY:** Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures and demonstrations, prepare written procedures on practical operations and perform practical operations on another person and/or a mannequin.

Resources: Textbooks, notes from class lectures, supplemental materials handed out in classes, school library and demonstrations

**HOURS**

**SUBJECT UNIT**

50

**PROFESSIONAL/BUSINESS DEVELOPMENT:** Professional and business development shall include, but is not limited to, the following theory, techniques and procedures: orientation, school rules and regulations, state laws and regulations, history, career opportunities, life skills, professional image, communication skills, preparing for licensure and employment, interviewing, money management, selling, customer service, client Consultations, building a clientele, types of business, building a business and product knowledge uses and safety.

25

**GENERAL SCIENCES:** General sciences shall include, but is not limited to, the following theory, techniques, and procedures: general anatomy and physiology, properties of the hair and scalp, disorders of the hair and scalp, hair and scalp analysis, basics of chemistry and basics of electricity.

100

**HEALTH AND SAFETY:** Health and safety shall include, but is not limited to, the following theory, techniques, and procedures: hazardous substances, chemical safety, safety data sheets, protection from hazardous chemical, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

**BOARD APPROVED HEALTH AND SAFETY COURSE:** Include instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

100

**DISINFECTION AND SANITATION:** Disinfection and sanitation shall include, but is not limited to, the following theory, techniques, and procedures: disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

200

**CHEMICAL HAIR SERVICES:** Chemical hair services shall include, but is not limited to, the following theory, techniques, and procedures: coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of color removers.

325

**HAIRSTYLING (HAIRCUTTING) SERVICES:** Hairstyling shall include, but is not limited to, the following theory, techniques, and procedures: arranging, blow drying, cleansing, curling dressing, hair analysis, shampooing, waving, and nonchemical straightening, and haircutting, including the use of shears, razors, electric clippers and trimmers, and thinning shears for wet and dry cutting.

200

**SHAVING AND TRIMMING OF THE BEARD:** Shaving shall include but is not limited to the following techniques and procedures: preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, massaging the face and rolling cream massages.

1000

**TOTAL HOURS**

**EVALUATION:** Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training in a particular subject area. Instructors provide interactive lectures utilizing discussion, project assignment, problem solving and question and answer sessions in theory class for each subject. Each student is then tested on the theory subject at the end of the chapter. Instructors provide demonstrations of practical procedures using an individualized instruction whenever necessary. Then instructors observe students applying the practical operations and grade the operations accordingly.

**GRADING SYSTEM:**

**ACADEMIC GRADING**

100% - 90% A.....Excellent  
89% - 80% B.....Above Average  
79% - 70% C.....Average  
69% - 60% D.....Unsatisfactory  
59% - 00 % F.....Fail

**POINT GRADES FOR PRACTICAL WORK**

(GPA 4) 4 POINTS = A  
(GPA 3) 3 POINTS = B  
(GPA 2) 2 POINTS = C  
(GPA 1) 1 POINTS = D  
(GPA 0) 0 POINTS = F

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations with a Grade Point Average (GPA) of "C" (70%) or better and his/her tuition account is paid in full, he/she is awarded a diploma certifying his/her graduation.

Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology Licensing Examination.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barber course as described above and passed the Board of Barber/Cosmetology Licensing Exam with an overall average of 75%.



**CURRICULUM FOR BARBER CROSSOVER COURSE (200 CLOCK HOURS)**

The curriculum for students enrolled in a barber crossover course for cosmetologists shall consist of a minimum of four hundred (200) clock hours of technical instruction and practical operations covering those barber practices that are not a part of the required training or practice of a cosmetologist. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. The training shall include sufficient training in the various aspects of barber to prepare the student properly for the barber examination and to provide barber services in an establishment. Upon completion of the 200 hour course the school shall provide a completion notice to the student who completes the course and a proof of training document pursuant to Section 909. The 200 clock hour course shall include a minimum of 130 clock hours of technical instruction (lecture, demonstration, classroom participation and/or examination) and the following minimum specified practical operations:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<b>200 Hours of Technical Instruction and Practical Training in Shaving</b>		
<p><b>Shaving Preparation and Performance:</b> The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.</p>	100	40

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:** Salon Management, communication skills that includes professionalism, resume development, interview preparation, job search skills, salesmanship, decorum, record keeping, client service record cards and employment development, modeling, desk and reception and customer care and other subjects relating to Barbering field.

**LEARNING STRATEGY:** Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures and demonstrations, prepare written procedures on practical operations and perform practical operations on another person and/or a mannequin.  
Resources: Textbooks, notes from class lectures, supplemental materials handed out in classes, school library and demonstrations

**EVALUATION:** Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Instructors provide interactive lectures utilizing discussion, project assignment, problem solving and question and answer sessions in theory class for each subject. Each student is then tested on the theory subject at the end of the chapter. Instructors provide demonstrations of practical procedures using an individualized instruction whenever necessary. Then instructors observe students applying the practical operations and grade the operations accordingly.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations with a Grade Point Average (GPA) of "C" (70%) or better and his/her tuition account is paid in full, he/she is awarded a diploma certifying his/her graduation.  
Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology Licensing Examination.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barber course as described above and passed the Board of Barber/Cosmetology Licensing Exam with an overall average of 75%.

**Disclaimer: The course requirements of our school exceed the minimum requirements for state licensure. California State requires 200 clock hours for Barber Crossover course of barber license.**

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

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Please note 40 hours are devoted to clinical/theory experience which will include all phases of manicuring. Such technical instruction and practical operations shall include:

<b>SUBJECT</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)</b>
<b><u>300 Hours of Technical Instruction and Practical Training in Nail Care</u></b>		
<p><b>Manicures and Pedicures:</b> The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.</p>	60	60 & 180 Nails
<b><u>100 Hours of Technical Instruction and Practical Training in Health and Safety</u></b>		
<p><b>Laws and Regulations:</b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	10	
<p><b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.</p>	25	
<p><b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician.</p> <p>The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.</p>	20	10
<p><b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.</p>	10	

**Health and Safety Course on Hazardous Substances:**

The health and safety course on hazardous substances and basic labor laws developed by the pursuant to Business and Professions Code section 7389. 15

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:** Salon Management, communication skills that includes professionalism, resume development, interview preparation, job search skills, salesmanship, decorum, record keeping, client service record cards and employment development, modeling, desk and reception and customer care and other subjects relating to Manicuring field.

**MANICURING PERFORMANCE OBJECTIVE:** Acquire knowledge of laws and rules regulating California Cosmological establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurist.

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

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:** Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**LEARNING STRATEGY:** Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures and demonstrations, prepare written procedures on practical operations and perform practical operations on another person and/or a mannequin.

Resources: Textbooks, notes from class lectures, supplemental materials handed out in classes, school library and demonstrations

**EVALUATION:** Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Instructors provide interactive lectures utilizing discussion, project assignment, problem solving and question and answer sessions in theory class for each subject. Each student is then tested on the theory subject at the end of the chapter. Instructors provide demonstrations of practical procedures using an individualized instruction whenever necessary. Then instructors observe students applying the practical operations and grade the operations accordingly.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations with a Grade Point Average (GPA) of "C" (70%) or better and his/her tuition account is paid in full, he/she is awarded a diploma certifying his/her graduation.

Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology Licensing Examination.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the course as described above and passed the Manicuring Licensing Exam with an overall average of 75%.



**SANTA ANA BEAUTY ACADEMY  
ORGANIZATIONAL CHART**

**Owner**

PHUONG-DUNG (TAMMY) NGUYEN

**Admission/Placement/Academic Director**

PHUONG-DUNG (TAMMY) NGUYEN

**Director of Administration**

Cindy Cho

**Financial Aid Director**

Jason Lee

**Business Officer**

Anthony Nguyen

**EDUCATIONAL FACULTY QUALIFICATION LIST**

PHUONG-DUNG (TAMMY) NGUYEN Licensed Cosmetologist Licensed Barber	INSTRUCTOR 33 years 17 years
Lorena Vargas Licensed Cosmetologist	INSTRUCTOR 9 years
Amanda Camargo Licensed Cosmetology	INSTRUCTOR 20 years
Fang Huei Lu Licensed Cosmetologist	INSTRUCTOR 4 years

**ADMISSIONS/FINANCIAL AID INFORMATION AND HOURS**

**ADMISSIONS:** Applicants may secure admission information between 10:00 a.m. through 6:00 p.m. from Tuesday through Friday.

**Person to contact: Tammy Nguyen..... Admissions PH: (714) 547- 5177**

**PLACEMENT ASSISTANCE:** Between: 10:00 a.m. through 6:00 p.m. on Wednesday and Thursday

**Person to contact: Tammy Nguyen..... Placement PH: (714) 547-5177**

**FINANCIAL AID INFORMATION:** Applicants or students may secure Financial aid information between 2:00 p.m. through 6:00 p.m. from Tuesday through Friday.

**Person to contact: Jason Lee ..... Financial Aid Office PH: (714) 547- 5177**

**SABA BEAUTY SCHOOL  
ORGANIZATIONAL CHART**

**Owner/Academic Director**  
PHUONG-DUNG (TAMMY) NGUYEN

**Admission/Placement**  
Susan Sanchez

**Director of Administration**  
Cindy Cho

**Business Officer/Placement**  
Hao Nguyen

**EDUCATIONAL FACULTY QUALIFICATION LIST**

PHUONG-DUNG (TAMMY) NGUYEN Licensed Cosmetologist Licensed Barber	INSTRUCTOR 33 years 17 years
Asmi Hussain Licensed Esthetician	INSTRUCTOR 30 years
Olivia Garcia Licensed Esthetician	INSTRUCTOR 6 years
Monica Bueno Licensed Cosmetologist	INSTRUCTOR 7 years

**ADMISSIONS/FINANCIAL AID INFORMATION AND HOURS**

**ADMISSIONS:** Applicants may secure admission information between 9:00 a.m. through 5:00 p.m. from Tuesday through Saturday.

**Person to contact: Susan Sanchez..... Admissions PH: (949) 680-3888**

**PLACEMENT ASSISTANCE:** Students and Graduates may secure Job Placement information Between: 9:00 a.m. through 5:00 p.m. from Tuesday through Saturday.

**Person to contact: Hao Nguyen..... Placement PH: (949) 680-3888**