

**American Beauty Institute**  
**4625 Convoy Street, Suite A San Diego, CA 92111**  
**Office (858) 560-1088**  
**[www.americanbeautyinst.org](http://www.americanbeautyinst.org)**

**Catalog of Courses**  
**January 1, 2020 to December 31, 2020**

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## **Institutional Mission and Objectives**

The mission of this institution is to provide student's access to Cosmetology and other programs with training that is both comprehensive and professional. Working with our students, we emphasize how to be successful by providing professional services with integrity and with the highest level of skill possible. American Beauty Institute (ABI) provides affordable high quality education. Through traditional classroom instruction, we teach the skills and values needed prosper as cosmetologists, barbers and massage therapists.

### **Checklist #7**

#### **BPPE Approval**

##### **94817.5. Approved to Operate or Approved**

American Beauty Institute is a private institution, that it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

### **Checklist #13**

#### **Questions**

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

### **Checklist #9**

#### **Review Documents**

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.

### **Checklist #14**

#### **Complaints**

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).

### **Checklist #5**

#### **Instructional Location**

American Beauty Institute  
4625 Convoy Street, Suite A  
San Diego, CA 92111

### **Checklist #36**

#### **Placement Services**

This institution does not provide placement assistance.

## **Checklist #8**

### **Financial Stability – Bankruptcy History**

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

## **Checklist 24**

### **STRF Disclosure**

#### **Student Tuition Recovery Fund Disclosures.**

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.” “It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are 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.

#### **Checklist #15**

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

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

#### **Checklist #22**

##### **Accreditation Status**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

#### **Checklist #2**

##### **Catalog Update Policy**

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

#### **Checklist #19**

##### **Visa Related Services**

This institution does not admit students from other countries, so no visa related services are offered.

#### **Checklist #19**

##### **Language of Instruction**

Instructions will be given in no language other than English.

## **English as a Second Language Instruction**

This institution does not provide ESL instruction.

## **Language Proficiency**

The following apply to students for whom English is not their primary language:

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a paper based TOEFL test or a score of 70 on the internet based test. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

### **Checklist #3**

#### **Policy – Distribution of This Catalog and Program Brochures**

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.

### **Checklist #35**

#### **Student Services**

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

### **Checklist #37**

#### **Student Housing**

##### **This institution has no responsibility to find or assist a student in funding housing.**

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

### **Checklist #34**

#### **Student Grievance Procedures – Student Rights**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

American Beauty Institute  
4625 Convoy Street, Suite A  
San Diego, CA 92111

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's

rights are set forth at various places in this catalog. Contact the school director if you require additional information.

- Complaint procedures
- Right to Cancel
- Student Tuition Recovery Fund
- Notice Concerning Transferability of Credits
- Student Grievance Procedures
- Student Rights to Inspect Records and Obtain Transcripts
- Non-Discrimination Policy
- Academic Freedom
- Sexual Harassment

### **Checklist #38**

#### **Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

#### **Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

#### **Student Conduct**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.



## **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

## **Academic Freedom**

American Beauty Institute is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

American Beauty Institute encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

## **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

### **Checklist #11**

#### **Description of the Facilities & Type of Equipment Used for Instruction**

American Beauty Institute is located at 4625 Convoy Street Suite A San Diego CA 92111 over 2,000 sq feet in a spacious air conditioned, two story modern facility that is accessible to all public transportation. For each program of study at American Beauty Institute equipment and supplies are provided that are sufficient to meet the educational needs of the students.

#### **Cosmetology Program**

- Sufficient electrical equipment and dermal lights for giving instruction in skin care and electrical facials ( at least one red, blue and white light).
- mannequins, with full head of hair.
- time clock
- shampoo bowls.
- dryers
- facial chairs or facial couches
- manicure stations
- electrical cap
- THERMAL HAIR STRAIGHTENERS
- electric comb
- non electric combs
- electric curling iron
- non electric curling irons
- stove
- TEXT AND REFERENCE BOOKS
- Textbook approved by the board
- Performance Criteria

### Esthetician Program

- Container and Supplies for Preparation of Wet and Dry Sanitary Maintenance Area
- Hand soap
- Container for Disinfection of Implements
- Disinfectant solution
- Terry towels
- Paper towels
- Appropriate draping for all services
- Pencil type makeup sharpener
- Cleansing cream
- Massage cream
- Astringent or witch hazel
- Abrasive cleansing scrub
- Waste receptacle (plastic bags)
- Tweezers
- 1 oz portion cups
- Cosmetic applicators
- Cotton balls
- Cotton tipped swabs
- Cleansing tissue
- Powder and liquid foundation
- Eye shadow and eye liner
- Tube mascara and applicator
- Eyebrow Pencils
- Blush
- Lip color
- Water soluble wax

### Manicurist Program

- Cotton
- Hand Soap
- Container and Supplies for Preparation of Wet and Dry Sanitary Maintenance Area
- Container for Disinfection of Implements
- Disinfectant Solution that Meets Requirements of Board Regulation
- Polish Remover
- Manicure Bowl and Brush
- Pedicure Tubs
- Emery Boards
- Cuticle Solvent
- Cuticle Oil or Cream
- Hand Lotion
- Liquid Polish (medium to dark shade)
- Cuticle Nippers and Scissors
- Metal Cuticle Pusher
- Plastic/Orangewood Stick
- Sufficient Terry Towels for Manicuring Examination
- Paper Towels
- Portion Cups
- First-Aid Supplies for Cuts
- Sufficient Material and Equipment to Apply Acrylic Nails, Nail Tips, and Nail Wraps

### Barbering Program

Time clock	
3 Shampoo bowls	(when the average daily attendance exceeds 15 students, additional bowls shall be added at the ratio of one for each 5 students in average daily attendance in excess of 15)
15 Barber chairs	Chairs shall be spaced at least 4½ feet from center to center (when the average daily attendance exceeds 15 students, additional barber chairs shall be added at the ratio of one for each student in average daily attendance in excess of 15)
Workstations	One workstation for each barber chair. Workstations having a wood surface shall be covered with a hard-based paint or some other nonabsorbent washable material
Wet sterilizer	One for each barber chair for individual use of each student.
2 Closed receptacles	For each barber chair, one for disposal of used papers and the other for used linens.

Classrooms	Equipped with either armchairs suitable for students taking notes, or regular school desks
Thermal Hair Straighteners	
1 Electric curling iron	

### Massage Therapist Programs

Anatomical charts Essential oils Body wrap materials Massage chairs Massage stools Portable massage tables;	Treatment tables Heat lamps Cold packs Hot packs Massage stone sets
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### Checklist #12

### Library Resources

Access to a library is not required by the curriculum to support the instructional needs of the students, (CCR71270) and therefore, no physical library is maintained by this institution. The text materials and classroom activities are sufficient to support the curriculum and instruction required by either the Board of Barbering and Cosmetology or the California Massage Therapy Council, (CAMTC). However, learning resources are available from online sources, some of which are listed below. The students may obtain access to these websites by either at home or by utilizing one of the institution's computers. Student's are to request permission to use the institution's equipment from their instructor or any member of the administrative staff. School internet access is available during school operating hours.

### Online Cosmetology Resources Available to Our Students

#### Web Sites

- **Salon Channel**

Resources for cosmetologists, estheticians, nail technicians, massage therapists, cosmetologists, hairstylists, makeup artists, manufacturers, distributors, and salon and day spa owners.

<http://www.salonchannel.com/>

- **Beauty Site**

Hair styles, beauty how-to's, skin, makeup, and style from About.com. Check out the Beauty Library for lots of tips and articles.

<http://beauty.about.com/index.htm>

- **Beauty Tech**

Networking site for beauty professionals. Lots of links for nails, skin care, salons, trade magazines, beauty products and suppliers, articles and news, and information on state licensing boards.

<http://www.beautytech.com/>

- **BeautyLink**

News, experts' tips, answers to beauty questions.

<http://www.beautylink.com/>

- **Beautynet**

Articles and tips from beauty professionals and experts and links to products and services, for both professionals and customers.

<http://www.beautynet.com/>

- **Behind the Chair**

Products, trends, job search, trade shows, training, articles, and industry news for cosmetologists salon professionals.

<http://www.behindthechair.com/>

- **Lipstick Page**

Many links to cosmetics companies, make-up tips, and, of course, a wealth of information about lipstick.  
From Madeleine Endre.

<http://broadroom.net/lp/blogs/>

- **Milady**

A leading publisher of beauty education materials.

<http://www.milady.com/>

Created by David W. Rash Page 2 5/20/2009

- **Barbers, Cosmetologists, and Other Personal Appearance Workers**

Job opportunities and descriptions, *Occupational Outlook Handbook*

<http://www.bls.gov/oco/ocos169.htm>

- **National Cosmetology Association**

NCA's membership includes more than 25,000 salon owners, hairdressers, nail technicians, estheticians, educators, and students - and is the world's largest association of salon professionals.

<http://www.ncacares.org/>

## Massage Therapy Resources

The Massage Library

<http://nccam.nih.gov/health/massage>

National Center for Complementary and Alternative Medicine (NCCAM)

<http://massagenerd.com/>

Massage Nerd.com

<http://www.amtamassage.org/index.html>

American Massage Therapy Association

<http://www.americanmedicalmassage.com/>

American Medical Massage Association

<http://namtonline.com/>

National Association of Massage Therapists

<http://camtc.org>

California Massage Therapy Council

### Checklist #26

#### Faculty

##### **Hang Tsoi    Cosmetology and Massage Therapist**

Licensed Cosmetology

CAMTC Massage Therapist

##### **Mie Michael    Manicurist, Esthetician, Massage Therapist**

CAMTC Massage Therapist

Licensed Esthetician

Licensed Manicurist

##### **Susan Zheng    Cosmetology**

Licensed Manicurist

Licensed Cosmetologist

##### **Thuy Vo    Manicurist**

Licensed Manicurist

## **Chung Wong Manicurist Massage Therapist**

Licensed Manicurist

CAMTC Massage Therapist

### **Checklist #17 & 18**

#### **Admissions Policies & Recognition of Credits**

The general criteria for admission are:

1. Student must have graduated from high school, or earned a GED. If the applicant is not a high school graduate and has not earned a GED, an applicant may take an Ability to Benefit test. The Wonderlic Basic Skills Test (WBST) is the ability to benefit test that will be proctored by an independent third party. Passing scores Verbal – 200, Quantitative – 210
2. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
3. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
4. This institution has not entered into an articulation or transfer agreement with any other institution.

### **Checklist #30 & #31**

#### **Attendance Policy – All Cosmetology Programs**

Students are required to attend 100% of the scheduled sessions throughout the entire program. When a student falls below 100% attendance they will be placed on probation for the remainder of the program. The student must complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 44 weeks, he or she must complete within 66 weeks. The student will be notified of their probation status and they will be required to meet with the Program Director.

#### **Attendance Policy – All Other Programs**

Students are required to attend more than 100% of the scheduled sessions throughout the entire program. When a student falls below 100% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director.

### **Checklist #33**

#### **Leaves of Absence**

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence to the main campus:

American Beauty Institute  
4625 Convoy Street, Suite A  
San Diego, CA 92111

The written notice must contain a statement of the nature of the request. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

**Checklist #30**

**Grades and Standards for Student Achievement - Satisfactory Progress**

Grades are awarded on a traditional A,B,C... F system. The minimum passing grade is a C. The minimum allowable grade point average to maintain satisfactory progress is a C.

In calculating a student's grade point average, the following policy applies:

A	-	100-94%	Excellent
B	-	93-87%	Above Average
C	-	86-80%	Average
D	-	79-75%	Below Average
F	-	74 & Below	Failing

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

**I Incomplete** If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

**Checklist #32**

**Academic Probation and Dismissal Policies**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus:

American Beauty Institute  
4625 Convoy Street, Suite A San Diego, CA 92111

After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

**Checklist #27 & 29**

**Policies and Procedures Regarding Financial Aid (Title IV)**

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

If a student obtains a loan to pay for an educational program, the student will have to repay to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received

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

#### **Checklist #28**

##### **Loan Repayment**

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

#### **Checklist #21**

##### **Professions – Requirements for Eligibility for Licensure**

Each Board of Barbering and Cosmetology program offered requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered exam.

#### **Checklist #25**

##### **Student's Right to Cancel**

###### Direct Instruction:

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 4625 Convoy Street, Suite A San Diego, CA 92111 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

##### **Refund Policy**

A pro rata refund pursuant to section 94910(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Ave., Suite 225 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897

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



**Checklist #23****Charges: Tuition & Fees**

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee	STRF Fee	Estimated Cost of Books & Materials	Total Program Charges
Cosmetology	9,400	250	0.00	2,500	\$12,150.00
Esthetician	6,800	250	0.00	1,500	\$8,550.00
Manicurist	3,100	250	0.00	1,000	\$4,350.00
Barbering	9,000	250	0.00	3,000	\$1,2250.00
Massage Therapy 600	6,700	250	0.00	1,000	\$7,950.00

Program Name	
Name of Program - Cosmetology	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$2,025
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$12,150.00
Name of Program - Esthetician	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$2,850
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$8,550.00
Name of Program - Manicurist	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$2,175
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$4,350.00
Name of Program - Barbering	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$2,040
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$12,250.00
Name of Program – Massage Therapist	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$2,650
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$7,950.00

**Checklist #10, #20, & #39**

**Program Name – Cosmetology**

**Name of Program** Cosmetology  
(Program prepares its graduates for a job as a Cosmetologist SOC 39-5012)

**Program Length in Hours** 1,600

**Description of Program** A 1600-hour course which includes the study and practice of all aspects of the beautification and care of the hair, skin and nails. The course provides for both classroom instruction and supervised practice of job related skills such as hairdressing, hair cutting, coloring, manicuring and skin care services. The program also includes the study of relative subjects such as, bacteriology, anatomy, chemistry, health, etc.

**Name of Course(s) Within this Program of Study**  
1 Hair Care  
2 Facial  
3 Nail Care  
4 Make Up

**Equipment Used by Instructors and Students**

- Sufficient electrical equipment and dermal lights for giving instruction in skin care and electrical facials ( at least one red, blue and white light).
- mannequins, with full head of hair.
- time clock
- shampoo bowls.
- dryers
- facial chairs or facial couches
- manicure stations
- electrical cap
- Wet Hair Styling
- Thermal Hair Styling
- Permanent Waving
- Chemical Straightening
- Haircutting
- Hair coloring
- Bleaching
- Scalp and Hair Treatments

**THERMAL HAIR STRAIGHTENERS**

- electric comb
- non electric combs
- electric curling iron
- non electric curling irons
- stove

**TEXT AND REFERENCE BOOKS**

- Textbook approved by the board
- Performance Criteria

**List the skills or competencies to be acquired by the student.**

- Facials Manual
- Electric
- Make-up
- Manicuring and Pedicuring
- Liquid and Powder Brush-on
- Artificial Nail Tips
- Nail Wraps and Repairs

**Does Training Lead to Licensing or Certification** Yes

**Which Agency certifies or licenses graduates?** California Board of Barbering and Cosmetology

**Is an Externship or Internship Required?** No

**Requirements for Completion**

Students shall complete the minimum required number of theory hours and practical operations as specified by the State of California, with a final evaluation score for practical and written test of 75% or

better. In addition to the state's requirements, students at must also complete the following course work: To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction, and pass an instructor monitored practical exam demonstrating competence in the practice of all aspects of the beautification and care of the hair, skin and nails

1. Complete all assignments from the standard theory and practical workbooks.
2. View videos from required viewing video list.
3. Prepare a photo portfolio of your finished work. (Minimum of 15 photos.)
4. Prepare an organized notebook with subject headings and procedure sheets.
5. Complete a typed functional resume and cover letter (class given for creating a resume.) Upon satisfactory completion of 1600 hours, the State requirements, and the Course Work listed above, the student shall receive American Beauty Institute certified diploma.

## Program Name – Esthetician

**Name of Program** Esthetician

(Program prepares its graduates for a job as an Esthetician SOC 39-5094)

**Program Length in Hours** 600

**Description of Program**

The Esthetics Course offers a complete 600 hour course in the science and art of esthetics. The program is designed to prepare and educate each student in the fundamentals of the basic esthetic education set forth by the California Board of Barbering and Cosmetology. It will also prepare each student for the practical and theory examination for a California Esthetician License. In addition, the course will incorporate the knowledge needed for entry level employment in salons, spas, or clinical esthetics.

**Name of Course(s) Within this Program of Study**

Skin Care Therapy

Hair Removal

Make Up

**Equipment Used by Instructors and Students**

- Container and Supplies for Preparation of Wet and Dry Sanitary Maintenance Area
- Hand soap
- Container for Disinfection of Implements
- Disinfectant solution
- Terry towels
- Paper towels
- Appropriate draping for all services
- Pencil type makup sharpener
- Cleansing cream
- Massage cream
- Astringent or witch hazel
- Abrasive cleansing scrub
- Waste receptacle (plastic bags)
- Tweezers
- 1 oz portion cups
- Cosmetic applicators
- Cotton balls
- Cotton tipped swabs
- Cleansing tissue
- Powder and liquid foundation
- Eye shadow and eye liner
- Tube mascara and applicator
- Eyebrow Pencils
- Blush
- Lip color
- Water soluble wax

**List the skills or competencies to be acquired by the student.**

The learning outcomes include:

- Ability to analyze customer's skin care needs.
- Able to discuss treatments and products with clients.
- Perform facials to cleanse pores and improve skin tone.
- Apply chemical peels to reduce fine lines and age spots.
- Perform simple extractions to remove blackheads.
- Remove unwanted facial hair using depilatory wax.
- Tint eyebrows.
- Instruct customers on skin care and makeup techniques.
- Sterilize equipment and clean work area.
- Massage the face.
- Select and apply cosmetic products such as creams, lotions, and tonics.

**Does Training Lead to  
Licensing or Certification**    Yes  
:

**Which Agency certifies or  
licenses graduates?**    California Board of Barbering and Cosmetology  
**Is an Externship or Internship  
Required?**    No

**Requirements for Completion**

Students are assigned theory study and a minimum of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards. Students must maintain a theory grade of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction and pass an instructor monitored practical exam demonstrating competence in the fundamentals of the basic esthetic care.

## Program Name – Manicurist

Name of Program Manicurist

(Program prepares its graduates for job as a Manicurist SOC 39-5092)

Program Length in Hours 400

Description of Program This course is the study of the basic principles of Nail Technology that will prepare students to meet all the requirements necessary to pass state licensure examination and obtain gainful employment in the field of Nail Technician. Upon successful completion of this course, students are able to demonstrate professional conduct, recognize nail disorders and diseases, and identify and perform procedures for sanitation and nail care services.

Name of Course(s) Within this Program of Study Orientation

Manicuring

Pedicures

Electric filing

Nail tips

Wraps

No-light gels and acrylic nail enhancements

Equipment Used by Instructors and Students

- Cotton
- Hand Soap
- Container and Supplies for Preparation of Wet and Dry Sanitary Maintenance Area
- Container for Disinfection of Implements
- Disinfectant Solution that Meets Requirements of Board Regulation
- Polish Remover
- Manicure Bowl and Brush
- Pedicure Tubs
- Emery Boards
- Cuticle Solvent
- Cuticle Oil or Cream
- Clean and sanitize tools and work environment.
- Schedule client appointments and accept payments.
- Remove previously applied nail polish, using liquid remover and swabs.
- Clean customers' nails in soapy water, using swabs, files, and orange sticks.
- Shape and smooth ends of nails, using scissors, files, and emery boards.
- Apply undercoat and clear or colored polish onto nails with brush.
- Advise clients on nail care and use of products and colors.
- Hand Lotion
- Liquid Polish (medium to dark shade)
- Cuticle Nippers and Scissors
- Metal Cuticle Pusher
- Plastic/Orangewood Stick
- Sufficient Terry Towels for Manicuring Examination
- Paper Towels
- Portion Cups
- First-Aid Supplies for Cuts
- Sufficient Material and Equipment to Apply Acrylic Nails, Nail Tips, and Nail Wraps

List the skills or competencies to be acquired by the student.

- Assess the condition of clients' hands, remove dead skin from the hands and massage them.
- Soften nail cuticles with water and oil, push back cuticles, using cuticle knife, and trim cuticles, using scissors or nippers.
- Brush powder and solvent onto nails and paper forms to maintain nail appearance and to extend nails, then remove forms and shape and smooth nail edges using rotary abrasive wheel

**Does Training Lead to Licensing or Certification** | Yes  
.

**Which Agency certifies or licenses graduates?** California Board of Barbering and Cosmetology  
**Is an Externship or Internship Required?** No

**Requirements for Completion**

To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction, achieve an average score of 75% or greater on quizzes and exams, and pass an instructor monitored practical exam demonstrating competence in the fundamentals of the basic manicure care.

## Program Name – Barbering

Name of Program	Barbering (Program prepares its graduates for a job as a Barber SOC 39-5011)
Program Length in Hours	1500
Description of Program	The Barber Program consists of lessons addressing the treatment of hair and scalp. Topics include shampooing, hair cutting, hair styling, shaving, hair coloring, permanent waving and chemical relaxers, facial massage and treatments, sanitation procedures, and salon management. Students successfully completing this program will be eligible to sit for the exam for state licensure in California which is administered the California Board of Barbering and Cosmetology.
Equipment Used by Instructors and Students	As required by the Board of Barbering and Cosmetology: <b>1 Time clock</b> <b>3 Shampoo bowls</b> – (when the average daily attendance exceeds 15 students, additional bowls shall be added at the ratio of one for each 5 students in average daily attendance in excess of 15) <b>15 Barber chairs</b> – Chairs shall be spaced at least 4½ feet from center to center (when the average daily attendance exceeds 15 students, additional barber chairs shall be added at the ratio of one for each student in average daily attendance in excess of 15) <b>Workstations</b> – One workstation for each barber chair. Workstations having a wood surface shall be covered with a hard-based paint or some other nonabsorbent washable material. <b>Wet sterilizer</b> – One for each barber chair for individual use of each student. <b>2 Closed receptacles</b> – For each barber chair, one for disposal of used papers and the other for used linens. <b>Classrooms</b> – Equipped with either armchairs suitable for students taking notes, or regular school desks. <b>Thermal Hair Straighteners</b> <b>1 Electric curling iron</b>
List the skills or competencies to be acquired by the student.	Men’s Hair Cutting Taper Side and Back Fade High and Tight Flat Top Buzz Military Razor Cutting Business Professional Men’s Grooming Beard and Mustache Trim Other Facial Hair Trim Facial Shaving Scalp Treatments Scalp & Facial Massage Shampooing and Hair Care Women’s Basic Haircutting Basic Styles



Other Skills Taught  
 Networking Skills  
 Client Interaction  
 Product Support  
 Interviewing/Job Placement Skills  
 Theory applied to Professional Barbering

**Does Training Lead to Licensing or Certification** | Yes

**Which Agency certifies or licenses graduates?** California Board of Barbering and Cosmetology

**Is an Externship or Internship Required?** No

**Name of Course(s) Within this Program of Study** The curriculum for students enrolled in a barbering program shall consist of fifteen hundred (1500) hours of technical instruction and practical training as follows:

- Hairstyling
- Permanent Waving and Chemical Straightening
- Hair Coloring and Bleaching
- Hair Cutting
- Shaving
- Instruction in Health and Safety
- Laws and Regulations
- Health and Safety Considerations
- Disinfection and Sanitation
- Anatomy and Physiology
- Other Board Recommended Studies (communications)

**Requirements for Completion**

To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction, achieve an average score of 75% or greater on quizzes and exams, and pass an instructor monitored practical exam demonstrating competence in the fundamentals of the basic manicure care.

## **Requirements for Eligibility for Licensure for the Board of Barbering and Cosmetology Programs**

Each Board of Barbering and Cosmetology program offered requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$125 non refundable initial license fee accompany the completed application. Students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam. The institution assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations

The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Cosmetology Program: Completed 1600 hours in a Board approved school.
- Manicurist Program: Completed 400 hours in a Board approved school.
- Esthetician Program: Completed 600 hours in a Board approved school.
- Barbering Program: Complete 1500 hours in a Board approved school
- Be at least 17 years of age. •
- Completed the 10th grade in a public school or its equivalency
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business• and Professions Code.
- Have a valid Social Security number before taking an examination with the California Board of Barbering and Cosmetology.
- The license will be granted by the Barbering & Cosmetology Board only after the student has successfully completed and graduated from the Cosmetology, Esthetician or Manicurist course described previously and passed the examination with an overall average score of 75%.

## Program Name – Massage Therapist

<b>Name of Program</b>	Massage Therapist (Program prepares its graduates for a job as a Massage Therapist SOC 31-9011)
<b>Program Length in Hours</b>	600
<b>Description of Program</b>	This program is designed to provide students with complete and comprehensive training in all areas of massage. Specific emphasis is placed on preparing students with knowledge to open their own massage clinic or to become employed in the massage field working in a doctor's office, a chiropractor's office, an acupuncturist's office or a health center.
<b>Equipment Used by Instructors and Students</b>	Anatomical charts, Essential oils, Body wrap materials, Massage chairs; Massage stools; Portable massage tables; Treatment tables, Heat lamps, Cold packs; Hot packs; Massage stone sets
<b>List the skills or competencies to be acquired by the student.</b>	<ul style="list-style-type: none"><li>▪ Confer with clients about their medical histories and problems with stress or pain to determine how massage will be most helpful.</li><li>▪ Apply finger and hand pressure to specific points of the body.</li><li>▪ Massage and knead muscles and soft tissues of the body to provide treatment for medical conditions, injuries, or wellness maintenance.</li><li>▪ Maintain treatment records.</li><li>▪ Provide clients with guidance and information about techniques for postural improvement and stretching, strengthening, relaxation, and rehabilitative exercises.</li><li>▪ Assess clients' soft tissue condition, joint quality and function, muscle strength, and range of motion.</li><li>▪ Develop and propose client treatment plans that specify which types of massage are to be used.</li><li>▪ Refer clients to other types of therapists when necessary.</li><li>▪ Use complementary aids, such as infrared lamps, wet compresses, ice, and whirlpool baths to promote clients' recovery, relaxation, and well-being.</li></ul>
<b>Does Training Lead to Licensing or Certification? Certification Requirements:</b>	<p>Treat clients in professional settings or travel to clients' offices and homes</p> <p>Massage training can lead to certification by CAMTC, the California Massage Therapy Council. However, certification is voluntary. Local laws exist pertaining to work as a masseuse or a massage practitioner. If an individual chooses not to be certified by CAMTC, the individual may opt to register in the community in which one chooses to work by contacting the licensing division or the city managers office for information pertaining to a given city's jurisdiction.</p> <p>This institution exercises its autonomy and chooses to offer its program 600 hours in length. The school ownership is of the opinion that the development of professional skill requires more that 500 hours of study.</p> <p>CAMTC certification is granted to those individuals who successfully complete a 500 hour program of instruction, pass a background check and meet other requirements of CAMTC.</p>
<b>Which Agency certifies or licenses graduates?</b>	Local Authority or CAMTC

**Is an Externship or Internship Required?**  
**Name of Course(s) Within this Program of Study**

No

CAMTC Required

Anatomy  
Physiology  
Contraindications  
Health & Hygiene  
Business & Ethics

**Other Modules**

- Professionalism
- Employment Essentials
- Nutrition
- Massage and the Legal Environment

- Clinical Environment
- Foundational Clinical Skills
- Application of Clinical Skills
- Medical Terminology
- Rehabilitative Massage
- Deep Tissue Massage
- Sports Massage
- Pregnancy Massage

### **Requirements for Completion**

To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction, achieve an average score of 75% or greater on quizzes and exams, and pass an instructor monitored practical exam demonstrating competence in the application of therapeutic massage techniques

### **Professions – Requirements for Eligibility for Licensure**

The Massage Therapist training can lead to certification by CAMTC, the California Massage Therapy Council. However, certification is voluntary. Local laws exist pertaining to work as a massage therapist or other body worker commonly called a masseuse or a massage practitioner. If an individual chooses not to be certified by CAMTC, the individual may opt to register in the community in which one chooses to work by contacting the licensing division or the city managers office for information pertaining to a given city's jurisdiction.

This institution exercises its autonomy and chooses to offer its program 600 hours in length. The school ownership is of the opinion that the development of professional skill requires more than 500 hours of study.

CAMTC certification is granted to those individuals who successfully complete a 500 hour program of instruction, pass a background check and meet other requirements of CAMTC.