

UNIVERSAL COLLEGE OF BEAUTY, INC.
KENNETH J. WILLIAMS, President/CEO
Website: universalcollegeofbeauty.com

Main campus
3419 W. 43rd Pl.
Los Angeles, CA90008
(323) 298-0045
Fax: (323) 298-0648
Myesha Dickson and Kenneth J. Williams
School Directors
2019-2020

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<u>This catalog covers these dates June 30, 2019 to July 1, 2020</u>	

APPROVAL DISCLOSURE STATEMENT (Ed.Code#94909(a)(2)

UNIVERSAL COLLEGE OF BEAUTY, INC. is a private for profit corporation established in the state of California and was granted approval to operate under section 94802 subdivision (b) from the Bureau for Private Post-Secondary Education. The Bureau's approval means that the institution and its operations comply with minimum standards established under the law for occupational instruction by private post-secondary institutions and does not imply any endorsement or recommendation by the State or by the Bureau. Institutions approved by the Bureau must be re-approved every three years and are subject to continuing review. Approved courses for **UNIVERSAL COLLEGE OF BEAUTY, INC. are: Cosmetology - 1600 Clock Hours and Instructor Training - 600 Clock Hours**

Instruction is on campus with an occupancy level accommodating approximately 35 students at each campus: **(Ed.Code#94909(a)(4)**

Leimert Campus - 3419 W. 43rd Pl., Los Angeles, CA90008, (323) 298-0045

Our school currently has the following government sponsored programs to provide grants or to pay for portions of tuition and fees: **FEDERAL PELL GRANT and FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT.**

NOTE: THIS INSTITUTION IS APPROVED TO PARTICIPATE IN THE FEDERAL STUDENT LOAN PROGRAM, BUT HAS CHOSED NOT TO DO SO.

The **CALIFORNIA STATE BOARD OF BARBERING AND COSMETOLOGY** is the department or agency which sets minimum standards for our program of studies in accordance with Education Code Section 94316.12:.

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. Ed. Code #949909(a)(3)(B)

A student of any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form which can be obtained on the bureau's internet web site www.bppe.ca.gov. Ed. Code#949099(a)

GRIEVANCE PROCEDURE

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

1. Complete the grievance form and list all grievances:
2. Deliver the form to the Director

Leimert Loretta C. Williams

11. The Director will then evaluate the grievance and schedule an appointment with the complainant within **5 days of receipt of the grievance**. If the grievance is an emergency, it will be addressed within **24 hours of receipt**.

12. If the complainant is unable to deliver the forms, they may mail them to:

KENNETH J. WILLIAMS, President/CEO/Owner
Universal College of Beauty, Inc.
3419 W. 43rd Place
Los Angeles, CA90008
(323) 298-0045

13. All grievances, regardless of the nature will be reviewed by **KENNETH J. WILLIAMS**

14. If there is a grievance that cannot be resolved with Universal College of Beauty, Inc., the complainant may call the Bureau toll free or complete a complaint form, which can be obtained on the bureau's internet web site: (Ed.Code #94909(a)(3)(C))

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA95833

P: (800 370-7589 Fax: (916) 263-1897 www.bppe.ca.gov

The complainant may pursue the complaint further with NACCAS, only after they have exhausted the school's internal complaint policy. This grievance can be sent to: **NACCAS, 3015 Colvin Street, Alexandria, VA 22314**

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, 2535 Capitol Oaks Drive, Sacramento, CA95833, www.bppe.ca.gov. toll free telephone number (888)370-7589 or by fax (916 263-1897 (Ed. Code#94909 (a) (3) (A))

ACCREDITATION

This institution is accredited by the **NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES, 3015 Colvin Street Alexandria, VA 22314 (703) 600-7600, Fax: (703) 379-2200 or website: www.naccas.org**. NACCAS is an agency recognized by the United States Department of Education for Cosmetology Accreditation. As an accredited institution, qualified students may apply for and receive financial assistance for tuition and other costs.

ALL INFORMATION IN THE CONTENTS OF THIS SCHOOL CATALOG IS CURRENT AND CORRECT AND IS CERTIFIED AS TRUE BY:

KENNETH J. WILLIAMS, President/CEO/ Owner

This school does not have any pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a 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 U.S.C. Sec. 1101 et seq. (Ed.Code#94909(a)(12))

INSTITUTION BUSINESS HOURS:

General Business hours: 9:00am – 4:00 pm

ADMISSIONS

Applicants for admission may secure information regarding admission, Tuesday through Friday, from 10:00 a.m. to 3:00 p.m. by the contacting the following persons:

Leimert Campus

Loretta Williams

(323)298-0045

FINANCIAL AID

Applicants for admission may secure information regarding financial aid Tuesday through Friday, from 10:00 a.m. to 3:00 p.m. by contacting the following persons:

Leimert Campus

Myesha Dickson

(323) 298-0045

HOUSING: 5CCR#71810(b)

This institution does not have dormitory facilities. Housing is located near the facility. A one bedroom apartment typically rents for \$800 to \$1100 per month. However, the institution does not offer housing nor does it assist students with locating housing.

PLACEMENT ASSISTANCE (Ed.Code#94909 (a) (13)

Available Wednesday AND Thursday from 10:00 a.m. to Noon. The student can contact the following School Director:

Leimert Campus

Kenneth J. Williams

(323) 298-0045

PLACEMENT: This institution does not guarantee placement to any student. However, limited job placement assistance is provided to graduates at no additional costs. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Institution records State Board Pass/Fail results. Students that failed are encouraged to return to our school for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is provided and students are referred for interviews, results are recorded in the placement register. The school may show prospective students this register and state or federal agencies if requested.

WELCOME FROM THE PRESIDENT

Dear Student:

Welcome to the **UNIVERSAL COLLEGE OF BEAUTY, INC.** and thank you for selecting us to assist you in obtaining your Cosmetology and Instructor training. You are now entering into a field that will provide you with the opportunity for a successful future in the beauty industry.

At **UNIVERSAL COLLEGE OF BEAUTY, INC.** we offer you the basic Cosmetology training coupled with hands on experience to assist you in passing the Cosmetology examination. We place emphasis on how to become successful in the beauty industry and how to make your chosen career personally and financially rewarding. You will practice beauty shop management; learn business concepts and psychology of personal success.

It is a pleasure to have you join us at **UNIVERSAL COLLEGE OF BEAUTY, INC., OUR GOAL** is to help you discover your ability to transform your life and other's lives through training. The degree of your success will depend upon the time and effort you are willing to apply during the entire course of your training. Our professional and committed Instructors are dedicated to helping you achieve your dream.

Best wishes from our staff as you embark upon your new career in Cosmetology and Instructor Training.

Sincerely,
KENNETH J. WILLIAMS , President/CEO

HISTORY OF UNIVERSAL COLLEGE OF BEAUTY, INC.

On, March 22, 1930, Mrs. Hazel D. Williams founded the HENRIETTA BEAUTYSCHOOL in Los Angeles, CA. Mrs. Williams had applied for admission to numerous Cosmetology schools in the Los Angeles area but was denied admission because of racial discrimination. She and her spouse, John C. Williams, Sr., decided to open their own school and named it HENRIETTA BEAUTYSCHOOL, after a friend, Henrietta Kent who had given them financial assistance. The HENRIETTA BEAUTYSCHOOL was the first school west of the Rocky Mountains to develop a course of study specifically designed to meet the hair care needs of African-Americans. Many of the minority Cosmetologists in Los Angeles graduated from the HENRIETTA BEAUTYSCHOOL.

In 1956, Mrs. Williams and her spouse, John C. Williams decided to retire. Prior to the closure of Henrietta's Beauty School, their son John, Jr. a graduate of Henrietta's and his spouse Joneal, also a graduate of Henrietta Beauty School, continued Mama Williams' legacy by opening up their own school at Vermont and Manchester. They renamed it **UNIVERSAL COLLEGE OF BEAUTY, INC. – Vermont**-it became the main campus for all of the other branches. The demand by the community for quality Cosmetology education prompted John and Joneal to open **UNIVERSAL COLLEGE OF BEAUTY, INC., -Leimert** at Vernon and Crenshaw in August, 1985. In 1988, Mrs. Hazel Williams passed. However, in the spirit of continuing the family tradition, John's son, Kenneth Williams, joined the family business as Director of the Vermont Campus.

Joneal Williams was a native of Charlotte, NC and it had been her dream to open a Cosmetology School in her home town to serve the educational needs of her community. Her dream was realized in October, 1988 with the opening of **UNIVERSAL COLLEGE OF BEAUTY, INC.** in Charlotte, NC which was dedicated to the memory of Mrs. Hazel Williams.

The family Cosmetology schools continued to grow and thrive graduating many Cosmetologists. Unfortunately, on February 7, 1993, John's spouse, Joneal and their son "Chip" were tragically killed in an automobile accident in Charlotte. The family was devastated, but in the Williams family tradition of surviving adversity, and to keep Mrs. Hazel Williams and now Joneal's dreams alive, Kenneth's spouse, Belinda Williams joined the family business as the Director of the Leimert Campus. The schools continued to graduate successful Cosmetologists.

In, August, 1997, another family dream was realized with the opening of **UNIVERSAL COLLEGE OF BEAUTY, INC.- Compton, CA**. Subsequently, in November 1998, Loretta C. Williams, spouse of John C. Williams, joined the family business as Chief Administrative Officer and later became School Director of the Compton Campus. The Charlotte, NC campus was closed May, 2005.

Following 15 years of service to students and residents of Compton, the Compton campus closed permanently on June 30, 2012. This campus is not accredited by NACCAS.

On March 22, 2019 UNIVERSAL COLLEGE OF BEAUTY, INC., celebrated 89 years of service to the community. Following 50 years of service, our Vermont location closed August, 2015. This campus is not accredited by NACCAS. We plan to open a new campus in the city of Inglewood, CA in 2018.

Unfortunately, on April 9, 2019, John C. Williams, Present/CEO passed away. His son, Kenneth J. Williams is now the President/CEO of Universal College of Beauty,

"What you do speaks so loud, I can't hear what you say" Mrs. Hazel D. Williams

EDUCATIONAL OBJECTIVES/MISSION STATEMENT

Our primary objective at UNIVERSAL COLLEGE OF BEAUTY, INC. is to offer training that prepares the successful student to pass the Cosmetology state board examination and become an effective Instructor. In the process, our secondary objective is to maximize the personal growth and development of each student to discover his/her potential to become a future Cosmetologist, Instructor and entrepreneur.

Our prime vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment within the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: Hair Stylist, Hair Colorist, Make-up Artist, Beauty Salon Owner/ Manager, Cosmetology Instructor, Supervisor or School Owner.

The daily training operations of the UNIVERSAL COLLEGE OF BEAUTY, INC. are directed by qualified Directors, KENNETH J. WILLIAMS and MYESHA DICKSON. They bring many years of managerial, administrative and practical experience within the beauty industry and they believe in continuing their education to keep abreast of the vast changes in our industry.

The resultant education program and the teaching and training at UNIVERSAL COLLEGE OF BEAUTY, INC. represent the spectrum of Cosmetology knowledge and experience of our President, Directors and Staff. We present a challenging teaching and learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exciting and rewarding fields - the beauty industry.

The unique and exceptionally talented qualities of UNIVERSAL COLLEGE OF BEAUTY, INC. faculty are exhibited daily in the classroom and on the clinic floor. Our staff supplements our training program on a regular basis through seminars and classes in Cosmetology training. These sessions are held with successful, sometimes world renowned guest artists, lecturers, motivational trainers and sometimes graduates of our school. These exciting activities are conducted in an environment that is characterized by:

- **Spacious, well-lighted facilities, remodeled as needed to meet our school needs.**
- **Salon-type equipment especially designed to enhance student training**
- **An educational philosophy that demands student's adherence to exemplary professional conduct and standards**
- **An instructional methodology that provides continued individualized instruction during the complete tenure of student training**
- **An extensive library with books, periodicals, DVD's and supplemental materials to enhance student's knowledge.**
 - **A computer lab with samples of the State Board exam to further enhance the student's ability to pass the exam.**

Student's gain skill and confidence from training on quality equipment in comfortable surroundings. The strict observance of high professional standards enhances their future opportunities for higher paying vocational employment. The constant utilization of these qualities helps student's develop skills to their fullest capacities. UNIVERSAL COLLEGE OF BEAUTY, INC. welcomes all persons interested in a beauty career.

ADMISSION PROCEDURES

(Ed.Code #94909(a)(8)(A),5CCR#71770(b) and(5CCR#71770(b)(1) through (3)

Prospective student's,are required to visit the school's campus to meet with the registrar. The purpose of the visit is to discuss your personal education and career plans with our staff prior to enrolling or signing an enrollment agreement. The application will be completed and a tour of the school will be conducted. You can assure yourself in advance that we, our program and our educational philosophy are the right fit for you before you make your final decision.

ADMISSION REQUIREMENTS: COSMETOLOGY AND INSTRUCTOR TRAINING.

The school accepts applicants for admission as regular students once the following criteria has been met:

- A) Provide a copy of their valid U.S.High School Diploma or its equivalent, GED.
- B) A valid Social Security Card
- C) A valid government issued photo identification card or driver's license.
- D) All students must pass an admissions test - the Scholastic Level Exam, (SLE) with a minimum score of 20 or higher as stated in the test publisher's guidelines. Currently, our school is using the WONDERLIC TEST that is approved by the Department of Education.
- E) **ATB STUDENTS – As of July 1, 2012 Ability to Benefit students are no longer eligible for Title IV funding through the U.S. Department of Education unless the student was formerly admitted and enrolled in a Title IV eligible institution and is considered to be “grandfathered” under the criteria specified by the Department of Education. This means that a student must have enrolled and attended a Title IV eligible postsecondary institution prior to July 1, 2012 regardless of whether or not the student received Title IV funding. THIS SCHOOL DOES ACCEPT ATB STUDENTS if they were previously enrolled as an ATB student under the criteria specified by the Department of Education.**
- F) For students that have immigrated to the United States, a high school diploma must be provided. The institution will obtain the services of independent academic evaluators (an outside agency) to get an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. Self certification of a high school diploma or its equivalent is not allowed by institution's accrediting agency (NACCAS)

INSTRUCTOR TRAINING:

Applicant must have a High School diploma or its equivalent in addition to a valid Cosmetology license, valid social security card and valid government photo identification card or driver's license and a minimum of three years of technical experience in the Cosmetology industry.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:: Ed.Code#94909(a)(15), 5CCR#71770(b)

The transferability of credits earned at an institution from which the student is transferring is at the complete discretion of the institution to which the student may seek to transfer. Acceptance of the diploma the student earned in the educational program is also at the complete discretion of the institution to which student may seek to transfer. If the diploma that student earned at this institution is not accepted at the institution to which the student seeks to transfer the student may be required to repeat some or all of their course work at that institution. For this reason the student should make certain that attendance at this institution will meet their educational goals. This may include contacting an institution to which student may seek to transfer after attending Universal College of Beauty, Inc. to determine if the hours or diploma will transfer.

Students – Veterans Administration (VA) Benefits;

Students wishing to enroll at Universal and utilize the VA benefits for which they may be eligible must submit unofficial transcripts for all prior training even though they may not be transferring any hours into the Universal program

This institution does not have an articulation or transfer agreement with any other college.

Our school does not recruit any student currently attending another school of Cosmetology.

RE-ENTRY POLICY

All former Universal College of Beauty, Inc. students who withdraw may re-enter into the program of Cosmetology at the discretion of the School Director. Returning students will not be assessed any additional charges for tuition but will be charged a \$75.00 re-enrollment fee. The transcript will be evaluated and student will retain all credit for clock hours. The school will maintain permanent transcripts on all students.

STATEMENT OF NON-DISCRIMINATION Universal College of Beauty, Inc. does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, and ethnic origin, area of origin or residence in its admissions, instruction or graduation policies

FACILITIES

The Leimert Campus is a two story building measuring 5600 square feet. All of our buildings are spacious, air-conditioned, modern facilities with many benefits for our staff and students. Our schools simulate salon conditions to help our students “learn by doing”, with modern equipment and a variety of supplies that help enhance the student’s product knowledge. A student lounge or break area is provided for student use with facilities for eating and taking breaks. Each student is assigned a locker in which to keep their uniforms, tools, products, and other personal items. Our student’s are taught to manage the reception desk by logging in patrons, answering the telephone and operating the cash register. They are then assigned on a daily basis to actually practice this task. They learn how to do inventory control and assist in operating the school’s supply system. Our objective is to help the student to become “salon ready”.

This campus maintains a library which includes videos, handout and other resource materials a student may need to enhance their knowledge. A check out system is utilized. Our school has a Computer Lab for all of our students to practice taking sample State Board exams.

HANDICAPPED STUDENTS

Access for handicapped students to the institution’s facilities is not available at this institution and does not offer special facilities or programs for the handicapped.

FRESHMAN CLASS ENROLLMENT

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstration, and student practice. **SEE CURRICULUMS STARTING ON PAGES 30-35.** The freshman class teaches the student from the very beginning and introduces the basics for those areas that the student will need to know to pass the State Board Cosmetology examination. From this initial introduction, the student will learn all fundamentals that are the basics for the student’s future and career. The hours spent in the freshman class are as follows: **Cosmetology –350-800 hours** .UNIVERSAL COLLEGE OF BEAUTY, INC. considers the freshman classes to be the foundation of the student’s future in Cosmetology

CALENDAR/HOLIDAYS

The college is closed on **Sundays, Mondays and the following holidays: New Year's Day, Martin Luther King Jr.'s Birthday, Memorial Day, Fourth of July, Labor Day, Thanksgiving day and the Friday after Thanksgiving, Christmas Day and the next business day after Christmas.**

A "special "holiday may be declared for emergencies by the Administration for special reasons. Holy Days of all religious beliefs are respected and allowed.

CLASS SCHEDULE FOR 2019-2020

Classes for Cosmetology, and Instructor training courses begin on Tuesday's of each week. (Subject to change depending on the schedule of the school).

ORIENTATION CLASS

Orientation classes for students are held each Thursday of each week prior to starting any new class. (Subject to change depending on the schedule of the school). All new students, transfers and re-enrolled students are required to attend prior to starting classes. They will be introduced to staff, learn about our policies, expectations, student services, financial aid and receive all required documents and information PRIOR to signing the enrollment agreement.

COURSES OF STUDY

The courses of study shall consist of the following clock hours which also include technical instruction and practical operations

- Cosmetology 1600 (sixteen hundred) hours – CIP#12-0401, DOT #331-674-010, SOC #39-5012
- Instructor Training 600(six hundred) hours - CIP#12-0413, DOT#075-127-010, SOC#25-1194

All courses of study are designed to prepare students for the state licensing examination and become financially independent.

HEALTH AND PHYSICAL 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. This related field of study requires a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations if these students (their parents or physician) believe they can fulfill the training demands.

DRUG ABUSE PREVENTION PROGRAM

The following information is available for all Universal College of Beauty, Inc. staff, students and Instructors: Anyone seeking information, counseling, or assistance regarding Drug Abuse Prevention can call the following agency:

Los Angeles Drug and Alcohol Treatment Center
California-drug-treatment-center.com
2202 South Figueroa Street
Los Angeles, CA (213) 344-8804

ATTENDANCE STATUS/POLICY(Ed.Code#94909(a)(8)(D)

Attendance must be maintained at an average of 67% 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 or with appropriate documentation. Students are required to make-up the lessons, and exams missed due to absenteeism. Excessive tardiness and or absenteeism will be reviewed by the Director to determine possible corrective action. Absence of three (3) days or more without notification may be considered cause for suspension. Any student absent more than the twenty-one (21) consecutive days without notifying Instructor or Director may be withdrawn if the behavior continues it may result in suspension or dismissal. Full time students are required to be enrolled and attend a minimum of 30 hours per week. Part time enrollment requires that students attend a minimum of 19 hours per week.

STUDENT CLOCK HOUR POLICY

The California State Board of Barbering and Cosmetology will only recognize time clock punched hours of attendance. As a result of this requirement this school can only give 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. Students are given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven minute applies to starting the class day. Once theory classes have begun no one will be allowed to enter the theory class room. At the completion of the week, a new time card is prepared from the current weekly time card. The daily hours and operations earned are transferred to the cumulative column. At the end of the week the cumulative figures are then entered into the final column and on the next weeks' time card the final totals are transferred to the prior column of the next weeks' time card. The time card must be signed by the student and the Instructor and turned in on each Tuesday.

Time cards reflect the student's daily record of hours and operations. It is important the all of a student's hours and operations are recorded properly and accurately. The attendance personnel must be able to read the time cards so that the hours are correctly transferred to the roster.

The time cards are the property of Universal and must remain at the Universal at all times. After a student clocks in, they are required to maintain applied effort. Personal grooming, without instructor's permission, leaving the building and reading material not related to Cosmetology and Instructor Training is not tolerated, if this occurs the student 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 a student's termination.

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 time card reflecting hours are in Theory hours earned and any classes the Instructor has demonstrated.
3. The portion of the time reflecting operations are to be applied efforts of the students as they manually perform practical subjects.
4. Some practical operations may take longer to perform according to the student's pace and ability.

NOTE: The following time frame is given by the State board for each operation:

Shampoo/set = 1 ½ hours; Scalp treatment = ½ to 1 hours; Permanent wave = 2 to 2 ½ hours; Facial = 1 ½ to 2 hours; Manicure = ½ hour and Hair cut = ½ to 1 hour.

LEAVE OF ABSENCE POLICY: (Ed.Code#94909(a)(8)(E)

Occasionally, students may experience extended personal, medical or other problems that make it difficult to attend class. During the leave of absence, the student is not considered withdrawn and no refund calculation is required if:

- The institution has a formal policy regarding leaves of absences
- The student followed the institution's policy in requesting the leaves of absences

Requirements for LOA's:

- LOA must be submitted in advance in writing unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance
- 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 student 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.
- Include the reason for the student's request and include the student's signature and must approved by the School Director.
- There must be a reasonable expectation that the student will return from the LOA.

An LOA request form must include the start and end date of the leave of absence. Leaves of absence must not exceed 180 days in 12 months. It must extend students' contract period by same number of days taken in LOA. All changes to enrollment agreement must be initialed by all parties or an addendum must be signed by all parties. Student's should not request a Leave of Absence unless they absolutely need to be off school for a period of more than 20 days consecutively.

(For Financial aid recipients leaves are limited to a total of 180 days within a 12 month period, these 12 months initiate from the first day the student goes on the first leave).. Student's on LOA's will not be assessed any additional charges of tuition and 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. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance.

The refund calculation will be based on the student's last day of attendance All refunds due will be issued to the student or appropriate agencies and paid within 30 days of the last day of attendance.

Tuition and Fee Schedule:

The tuition and fees are recorded on the enrollment agreement at the time student registers/enrolls in the course.

Tuition, Fees, Books and Kit:(Ed.Code #94909(a)(9)

COURSE	*TUITION	REG. FEE	BOOKS	KIT & SUPPLIES	TOTAL	TOTAL WEEKS
Cosmetology	\$16,000.	\$175.	\$300.	\$570.	\$17,045.	52-76
Instructor Training	\$3,900.	\$175.	\$500.	N/A	\$4,575.	20-30

Once used, kits are not refundable due to sanitary considerations. Above kit prices include sales tax.

THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE CURRICULUM CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT STUDENT'S CURRENTLY ATTENDING SCHOOL.

Textbooks will be issued at the beginning of the freshman class. After approximately six (6) to 8 (eight) weeks of freshman training, each student enrolled in the Cosmetology, and Instructor Training course will be issued a complete kit of equipment with a 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 COLLEGE IS NOT RESPONSIBLE FOR A STUDENT'S EQUIPMENT, EITHER LOST OR STOLEN.** Students must learn to be responsible for the tools of their trade.

TUITION AND FEES POLICIES:

Institutional charges for the tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fees, for the entire course will be assessed and posted in the students tuition account with the first payment period. The kit, books and supplies will be prorated over payment periods. Subsequent charges will be posted as needed.

CREDIT SLIP POLICY:

Due to limitations of Pell Grants and that this institution does not participate in the loan program, the school recognizes that students are unable to financially pay the balance of their tuition. The enrollment agreement specifies students can agree to the payment plan outlined in the enrollment OR voluntarily agree to utilize the value of the patron credit slips to pay the tuition balance. During orientation students receive written notification that the value of the slips will not be credited to their tuition account until the completion of their contracted hours.

INSTITUTIONAL CHARGES BY PAYMENT PERIOD & ESTIMATED PAYMENTS*(Ed.Code#94909(a)(14), (5CCR#76215(a) & (5CCR#76215(b))

Cosmetology

Payment period	1 st	2 nd	3 rd	4 th	Totals
Tuition	4,500.	4,500.	3,500.	3,500.	16,000.
Reg. Fee (Non-refundable)	175.	0	0	0	175.
Books, Kit, Supplies (Non-refundable)	244.69	244.69	190.31	190.31	870.
STRF (Non-refundable)	00	00	00	00	00
Totals	4,919.69	4,744.69	3,690.31	3,690.31	17,045.

Instructor Training

Payment period	1 st	2 nd	Totals
Tuition	1,950.	1,950.	3,900.
Reg. Fee (Non-refundable)	175.	0	175.
Books (Non-refundable)	500.	0	500.
STRF (Non-refundable)	0	0	0.
Totals	2,625.	1,950.	4,575.

METHOD OF PAYMENT

Students are expected to contribute from their own family resources toward the students cost of attendance. Payment plans are available from this institution. Students may make payments by cash, check or money order. Federal student financial is available to those that qualify to cover educational expenses. Financial aid may be in the form of grants (no repayment required) and student loans (THIS INSTITUTION CHOOSES NOT TO PARTICIPATE IN THE STUDENT LOAN PROGRAM). It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by utilizing the institution's credit slip policy or making monthly or weekly installments in accordance to their means. 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 education 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.

BRUSH-UP

Students requiring preparation for the State Board exam will be billed at the course hourly rates, depending on which license they are applying for and a registration fee of \$150.00. Students must furnish their own equipment.

SATISFACTORY ACADEMIC PROGRESS (SAP)

STANDARDS: This policy is applied consistently to ALL students (Title, non -Title IV recipients and students under VA benefits) enrolled in a specific program and schedule. Information regarding the SAP guidelines is provided to students during Orientation and prior to signing an enrollment agreement.

Only students who maintain satisfactory progress are eligible to receive Title IV assistance. The student must:

1. Maintain a cumulative academic average of "C" (70%) or better at the end of each evaluation period, per the grading scale below:

Grade	Letter Equivalent	Level
90-100%	A.....	Excellent
80-89%	B.....	Above average
70-79%	C.....	Average
60-69%	D.....	Unsatisfactory (Below average)
59% and below	F.....	Fail

2. Maintain a cumulative average attendance level of at least (2/3) (67%) of the scheduled hours indicated on their enrollment contract at the end of each evaluation period. This ensures that there will be completion of the student's program within 150% of the scheduled course length which is the maximum time frame in which a student must complete the course. 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 three consecutive weeks of absences, (21 days) will be dismissed.
3. This standard shall apply to all students except those on an approved Leave-of -Absence (LOA), see "LOA policy", on page 13. An LOA will extend the contract period and maximum time frame by same number of days taken in the LOA.
4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making Satisfactory Academic Progress until the next evaluation period.

EXTRA CREDIT: Student's may receive extra credit for attending and participating Beauty/Trade Shows and community activities, **BUT**, must be under the supervision of an instructor for all hours awarded.

MAXIMUM TIME FRAME:

The maximum time frame, which does not exceed 150% of the course length, allowed for students is as follows:

100 % Completion:

<u>Course</u>	<u>Hours</u>	<u>Weeks</u>	<u>Hours</u>
Cosmetology	1600	55	1600
Instructor Training	600	20	600

150% Hours Completion:

<u>Course</u>	<u>Hours</u>	<u>Weeks</u>	<u>Hours</u>
Cosmetology	1600	80	2400
Instructor Training	600	30	900

EXTRA INSTRUCTION CHARGES

Each course/program has been scheduled for completion within an allotted time frame. A grace period of 14 days has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The institution has reserved space, equipment, and licensed instructors for each student and program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$10.00 per hour for Cosmetology students and \$6:50per hour for Instructor Training students, or any part thereof, payable in advance, until graduation. Students will not be allowed to clock in until applicable weekly payments are made. Students are expected to complete their training within the time frame allowed as specified in the enrollment agreement. Students will receive progress reports and will be expected to maintain a 70% GPA and 67% attendance. This policy applies to students who surpass the maximum time frame.

NOTE: Length of time in course depends on number of hour's student contracts for on a monthly basis as specified in the enrollment agreement

ACADEMIC PROGRESS EVALUATIONS:

The qualitative element used to determine academic progress is a system of numerical grades as determined by academic learning. Academic learning is evaluated after each subject is completed. Practical skills are evaluated according to practical skills criteria as adopted by the institution and may be used toward course completion if satisfactory or better. If unsatisfactory, the skill will not be used and will be repeated. The first evaluation must occur no later than the mid-point of the course/program, whichever is sooner. (NOTE: All evaluations must be completed within seven (7) business days following the established evaluation points).

EVALUATION PERIODS:

Evaluation periods are similar in length whether in clock hours, weeks, or months.

Satisfactory Academic Progress will be assessed at the following benchmarks of actual attended hours:

Cosmetology:	450, 900, 1250 and 1600 hours
Instructor Training:	300 and 600 hours

DETERMINATION OF PROGRESS STATUS:

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making Satisfactory Academic Progress until next scheduled evaluation. Students in Satisfactory Academic Progress will be eligible to receive Title IV funds. Students will receive a hard- copy of their Satisfactory Progress Determination at the time of each of the evaluation periods.

WARNING PERIOD:

Students not considered meeting minimum standards for Satisfactory Academic Progress will be placed on warning status but are still deemed to be in Satisfactory Academic Progress and will continue to receive Title IV assistance for that one payment period. Financial aid status is assigned without an appeal or other action by that student. If at the end of the warning period, the student meets both the attendance and academic requirements, they will re-establish Satisfactory Academic Progress and eligibility for Title IV assistance will continue.

PROBATION:

Probationary status for students who are not meeting minimum standards for satisfactory academic progress may be allowed if:

- a. The institution evaluates the student's progress and determined that the student did not make satisfactory academic progress during the *warning* or previous evaluation period; and
- b. The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- c. The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- d. The institution develops an academic plan for student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student. Students who are on probation may continue to receive Title IV funds during that payment period if the institution approves the appeal by:
If the student meets the minimum attendance and academic requirements by the end of the probationary period, satisfactory progress will be re-established and Title IV funds will be disbursed for the next payment period. If the student has not met the minimum attendance and academic requirements by the end of the probationary period and if the institution has determined that the student did not meet the requirements specified in the academic plan for the student, the student will not be in Satisfactory Academic Progress, will not be eligible to receive Title IV funds and will be subject to termination.

APPEAL PROCEDURE:

If a student is determined to not be making Satisfactory Academic Progress when placed on probation, the student may appeal the determination. The student must submit a written appeal to the school on the SAP appeal form with supporting documentation as to reasons why the determination should be reversed. This information should include what has changed about the student's situation, i.e. death in family, and injury or illness or any other circumstance that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed by School Director and an Instructor and a decision will be made and reported to the student within 15 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the Satisfactory Academic Progress determination will be reversed and Title IV aid will be reinstated.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS:

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

NONCREDIT AND REMEDIAL COURSES:

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

TRANSFER HOURS:

Appropriate credit will be granted for prior training or experience in Cosmetology and Instructor Training upon review by college officials of its validity under the Cosmetology Act and regulations of California Board of Barbering and Cosmetology. This institution will accept transfer hours as follows: 1/4th (one-fourth) or 400 of Cosmetology student's transfer hours and 1/4th (one-fourth)

150 of Instructor Training hours. Students with more than these transfer hours will be required to furnish a written recommendation from their previous school and 2 personal recommendations. 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 contracted hours at the institution.

DISCLOSURE OF EDUCATION RECORDS : (5CCR#71810 (b)(1)-(15))

Universal College of Beauty, Inc. complies with the Family Educational Rights and Privacy Act (FERPA). This act protects the privacy of education and establishes a student's and/or parent/guardian of a dependent minor's right to inspect and review their educational record, under the supervision of a staff member. Students or their parent/guardian, if the student is a dependent minor, may have access to their own files by contacting staff for an appointment. The school may require advance notice of up to 48 hours and an appointment for review of these files. Students, or their parent/guardian, if the student is a dependent minor, may not remove these records from the campus.

This institution requires prior written consent from the student or guardian, each time, before releasing any student information in response to a third party request, unless Universal is required to do so by law, a government agency or Universal's accrediting agency. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that is maintained by the institution. This institution will keep these records for five years from the last day of attendance. After this period all records EXCEPT the official transcript are destroyed. The students are not entitled to inspect the financial records of their parents.

Schools may disclose, without consent, "directory" information such as student's name, address, telephone number, date and place of birth, honors and awards, 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, bulletin board information, student body meetings or newspaper article) is left to the discretion of each school.

The school must keep a record of each request for access and each disclosure of personally identifiable student information. The record must identify the parties who requested the information and their legitimate interest in the information. This record must be maintained in the student's file as long as the educational records themselves are kept.

CAREER ADVISING /PERSONAL ATTENTION

Students are advised individually, as often as necessary, but at least on a quarterly basis to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstrations and discuss career goals, etc. with the students. Students may request additional advising sessions at any time, however, referral for professional assistance is available upon request. 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 California State Board Barbering and Cosmetology examination.

This school does not provide housing for its students.

ENGLISH AS A SECOND LANGUAGE

This institution does not offer English as a Second Language (ESL) course. All prospective students that are accepted for enrollment must be proficient in the English Language. All documents are in English.

GENERAL SCHOOL RULES AND REGULATIONS – (rev. 2/2019)

The following are UNIVERSAL COLLEGE OF BEAUTY, INC. rules and regulations that ALL of our students are expected to follow, however, each campus might have more specific rules and regulations that will be given to each student during orientation.

1. School hours at the campuses are as follows:
Leimert campus- Tuesday – Saturday – 9:00 a.m. to 4:00 p.m.
2. Time cards must be legible and **STUDENTS MUST USE TIME CLOCK TO CLOCK IN AND OUT**
3. In case of illness or emergency on any day, the student must call in to the school attendance line, **323-298-0045**, to report his/her absence before 9:00 a.m. that morning.
4. Students are required to be in class for roll call promptly between 9:00 and 9:15 a.m. in a clean prescribed uniform. No hats allowed and head scarves must be approved by the Director.
5. Any student appearing in school with their hair not set and neat will be clocked out. Personal Grooming must be approved by an Instructor
6. **TARDY POLICY:**
Leimert campus – Any student who is tardy (9:15 a.m.) will not be allowed in class unless approved by Instructor.
7. Student's will take lunch between 11:30 a.m. and 2:00 p.m. (the exact time and length of lunch period will be determined by the School Director) and must be cleared by the Instructor. If a student has not had lunch by 2:00 p.m.- this should be reported to the Instructor. **The taking of a lunch period is each student's responsibility and must be staggered.**
8. A student must use the time clock to punch "IN" when entering and "Out" when leaving. Students failing to do so will only receive credit for hours indicated by the time clock.
9. No student is allowed to clock out during college hours without permission from the instructor.
10. **NO STUDENT MAY CLOCK IN OR OUT FOR ANOTHER STUDENT.** This rule is strictly enforced and may be grounds for disciplinary action. Smoking is not allowed in the building and no gum chewing is allowed in the Clinic area at any time.
11. **STUDENTS CAN NOT REFUSE TO GIVE SERVICE TO A PATRON NOR LEAVE A PATRON WITHOUT FINISHING THE SERVICE, UNLESS EXCUSED BY AN INSTRUCTOR. FAILURE TO FOLLOW THIS RULE MAY BE GROUNDS FOR SUSPENSION.**
12. No visitors are permitted in the classrooms or student lounges unless approved by the Director or Instructor.
13. College business telephones may not be used for personal calls. However, incoming calls regarding **AN EMERGENCY CALL**, for students will be allowed.
14. The use of cell phones, Ipods or any other listening device is strictly prohibited while working on a patron.
15. Rigid adherence to the rules and regulations of sanitation, disinfecting and personal hygiene is required at all times.
16. Student's must keep their work stations, in class or on the clinic floor, clean and sanitary at all times
17. A minimum of ½ hour of sanitation must be completed by the student daily. All kits must be in a sanitized condition at the end of the day.
18. All students serving the public must be courteous and pleasant. If difficulty arises with a patron, the student is to call an Instructor.
19. No student may leave a patron while doing a perm or hair coloring service, except in an

- emergency and is excused by an Instructor
20. Students are not allowed to give services or materials other than what is called for the on service ticket. Students are not to take tickets from the receptionist desk UNLESS authorized by an instructor. Students are not to exchange tickets UNLESS authorized by an instructor. Students violating this rule will be disciplined accordingly.
 21. Students will pay in advance for supplies for personal services such as permanents, tints, bleaches.
 22. Students are responsible for the return of college materials or equipment loaned to them. **Students must not borrow equipment from each other. Each student is solely responsible for their personal belongings and materials.**
 23. Students must not gather or congregate around the Receptionist desk, in the offices or visit with a student who is working on a patron.
 24. Students are required to attend school **TUESDAY THROUGH SATURDAY** unless the day is designated as a Holiday as indicated on Page 1 of this catalog. However, attendance on **SATURDAY'S is MANDATORY**. The college reserves the right to discontinue a student if this rule is violated. A student may be required to produce documentation for absences.
 25. Students have access to advising from members of the college on personal or other problems, including referral for professional assistance, if necessary. The school maintains a record of student referrals.
 26. **The college positively reserves the right to suspend or expel a student who gossips, steals school equipment, supplies or products, uses vulgar language, fights on school grounds, makes threats toward staff, or causes any other kind of discord.**
 27. **The college 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 drugs. If this occurs the student will be Automatically Expelled.**
 28. **Students must keep a record of hours and services for each day as required on the student daily record of applied effort. Weekly time cards will be audited by the institution. Cosmetology credit will be given for applied effort only if the student is continuously engaged in training and study of the course for which a student is enrolled.**
 29. All students will be expected to maintain an average of "C" (70%) in theory and in all practical subjects and 67% attendance.
 30. Only products furnished by the college may be used unless otherwise approved by the Instructor. Products brought in by the students to use, must be approved by an Instructor
 31. Students must comply with all instructions, directions, orders, etc. given by personnel relative to school activities. Insubordination will not be tolerated.
 32. Students will not solicit, encourage or recruit students i.e. unlicensed operators, for employment in salons, spas or any establishment offering hair or skin care services. This conduct will be grounds for immediate termination from the program. This conduct violates the rules of the State Board of Barbering and Cosmetology and Universal College of Beauty, Inc.
 33. All services will be paid for at the receptionist desk. Students are not allowed to solicit additional payment for services.
 34. Students must comply with college policy, Department of Education and State agency rules and regulations
 35. In case of 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.
 36. Notify office immediately of any name, address or telephone change.

37. STUDENTS ARE REQUIRED TO BRING THEIR TEXTBOOKS AND SUPPLIES TO SCHOOL EACH DAY

38. Absence of THREE days or more without notification shall be considered cause for suspension. Any student absent more than twenty-one (21) days without notifying the Instructor or School Director may be considered for termination.

39. Time slips must remain in the school at all times - removal of these slips will be grounds for suspension.

These rules are designed to form excellent work habits and attendance, and to aid in the student's completing the course as soon as possible so that they may become employed as a Cosmetologist or Instructor.

Grounds for termination: In addition to the above rules, the school reserves the right to terminate any student who fails to achieve SAP, gossips, steals school equipment or products or steals from other students, uses vulgar language, fights on school grounds, makes threats toward staff, is under the influence of alcohol or drugs or causes any other kind of discord or is insubordinate.

SCHOLARSHIPS

From time to time, Universal may offer scholarships.

COLLECTION OF TUITION: (Ed. Code 94899.5(b))

For all students who receive Pell Grants, tuition is paid directly to the school at designated intervals. If students are private pay, they are required to pay tuition on a quarterly basis. At the time of enrollment, student is required to make an advance payment that shall not exceed one term or four months (quarterly). However, once the student has completed 50% of the program, the institution may require full payment. As an alternative, a student has the option to pay the institution in full for tuition and fees, including funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement. **Ed.Code #94899.5(e)**

STUDENT TUITION RECOVERY FUND (STRF):

The state of California created the Student Recovery Fund (STRF) to relieve of mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You must pay the state-imposed assessment for the STRF if all of the following applies to you: 1) You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and, 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1) You are not a California resident. 2) Your total charges are paid by a third-[party, such as an employer government program or other payer, and you have no separate agreement to repay the third party. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, suffered an economic loss as a result of any of the following: 1) The school closed before the course of instruction was completed, 2) The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school, 3) The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds by the school prior to closure in excess of tuition and other costs, 4) There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau, 5) An inability after diligent efforts to prosecute, prove, and collect on judgment against the institution for a violation of the Act. However, no claim can be paid to any student without a social security number or a taxpayer identification number. Each qualifying institution shall collect an assessment of zero dollars (\$0) per one thousand dollars (\$1000) of institutional charges, rounded to the nearest thousand dollars, from each student in a educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1000) or less, the assessment is zero dollars (\$0)

Ed.Code#94909(a)(14),(5CCR#76215(a))

BPPE Student Withdrawal, cancellation and refund policies: (Ed.Code#94919-94922)

Withdrawal Policy:

Student shall be advised that a notice of cancellation shall be in writing, 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.

1. Student (and in the case of a student under legal age, his/her parent or guardian) 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 class), or the seventh day after enrollment (seven days from the date when enrollment agreement was signed) whichever is later.
2. If a student is absent for three consecutive weeks and is not on an approved leave of absence, the student will be deemed a withdrawal even though he/she did not indicate that they were withdrawing.
3. Student failed to return on schedule from approved leave of absence.

Refund policy: This institution utilizes the Bureau for Private Postsecondary Education refund policy (Ed. Code 71750)

Applies to all terminations for any reason. A pro rata refund 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: (1) 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 (2) Except as provided for in subsection (a) (3) of this section, all amounts in excess of what is owed as calculated in subdivision (a)(1) shall be refunded. (3) All amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund, any assessment paid is non-refundable. (4) Refund calculations are based on actual hours or scheduled hours. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

A registration fee of no more than \$175.00 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, these items will belong to the student and will represent a liability to the student.

Cancellation policy:

If student cancels the agreement, the school will refund any money that student paid, less any deduction for registration fee and equipment received. If student withdraws from school after the cancellation period, the refund policy described above will apply. If the amount student has paid is more than the amount that student owes for the time student attended, then a refund will be made within 45 days of the official withdrawal date which is the student's last day of attendance. If the amount that student owes is more than the amount student has already paid, then student will have to arrange with this institution to pay that balance. Official withdrawal date is student's last day of attendance.

Academic credits earned but not paid for will not be released by the institution.

Withdrawal Calculation:

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

Return of Title IV Funds:

Special note to students receiving Unsubsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent 60 % of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and /or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine that amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by institution during the period of enrollment. 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 garnishing any income tax refund to which the person is entitled to, to reduce the balance owed on the loan. (2) The student may not be eligible to any other federal student financial aid at another institution or other government assistance until the loan is repaid. 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. Any monies due a student who withdraws from the institution shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially.

Refunds

If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is:

1. Unsubsidized Loans from FFLEP or Direct Loan
2. Subsidized Loans from FELP or Direct Loan
3. Perkins Loans
4. PLUS (Graduate Students) FFELP or Direct Loan
5. PLUS (Parent) FFELP or Direct Loan
6. Pell Grant
7. Academic Competitiveness Grant (ACG)
8. National SMART Grant
9. Federal SEOG
10. Other

This order would apply in accordance to the aid programs available at the institution.

Post Withdrawal Disbursement:

If the calculation shows that the received less aid than what the student earned within the payment period or enrollment period, than the student would be notified of the amount of Grant

funds to be used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement of the student for other educational 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.

Policy for Financial Balances:

- A. **If student has a FINANCIAL BALANCE**, the school will notify the student within 10 to 21 days of the students' withdrawal or termination date. Once the balance is received by the school the student will be given a Proof of Training and the Record of Withdrawal.
- B. **If the student DOES NOT HAVE A FINANCIAL BALANCE**, the school will give the student a Proof of Training and Record of Withdrawal within 10 to 21 days of the students' withdrawal or termination.

Hypothetical Refund Example according to the State Pro-rata policy

Assume that a student upon enrollment in a 1600 clock hour course, pays \$6,800.00 for tuition, \$75.00 for registration and \$400.00 documented cost to school, for equipment as specified in the enrollment agreement and withdraws after completing 600 hours without returning the equipment due to sanitary reasons. The pro rata refund to the student would be \$4250.00 based on the calculation below. If the student returns the equipment (if it was returnable) in good condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned.

Total Paid	\$7400.00	Tuition Cost	\$6800.00	Paid for Instruction	\$6800.00
Less Registration Fee (Not refundable)	75.00	Hours in the course	1600	Hours attended	600
Less cost of un-returnable equipment	525.00	Hourly charge	4.25	Tuition owed 600 x \$4.25	\$2,550.00
Equals amount paid for Instruction	\$6800.00			Refund due	\$4250.00

SCHOOL CLOSURE/TEACH OUT POLICY:

1. If no closure of an institution or program has occurred, an accredited institution must submit to NACCAS the Teach-Out Agreement entered into with another institution not later than 15 days after entering to such agreement.
2. In the event of an unplanned closure of an institution or program, the Teach-Out Plan and Agreement must be submitted for approval not later than 15 days following the occurrence of a Teach-Out Event.

3. In the event of the planned closure an institution or program, the Teach-Out Plan and Agreement must be submitted, 30 days prior to the closure date.
4. The closing school will submit to NACCAS a list of students who were enrolled at the time of closure and indicate the arrangements made for each affected student.
5. If the school closes permanently and ceases to offer instruction after students have enrolled OR if a course is canceled after students have enrolled and instruction has begun, students participating in Title IV student financial assistance programs the following policy will apply:
 - a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
 - b. Provide a full refund of all monies paid; or
 - c. Participate in a Teach-out Agreement

TEACH- OUT AGREEMENT:

1. The teach out will be performed by previous agreement by an institution in the same geographic area as the original school which provided the course of study
2. This school will place students in a Cosmetology school where they have a reasonable opportunity to resume and complete the canceled course(s) of study or a similar course of study at a school that offers similar educational programs, has acceptable quality as evidenced by state approval; and have no business connections with the original institution.
3. The teach out school shall not charge the students an amount greater than that to which the original school would have been entitled for the period covered by the teach out, and for which the student has not yet been paid.
4. A copy of the enrollment agreement and catalog will be submitted to each institution that receives students
5. A copy of the Teach-out institution's license issued by the state regulatory agency will be submitted and has the necessary experience, resources, and support services.
6. This school shall arrange for individual notice to affected students of the availability of the Teach-Out Plan and diligently advertise such availability. The agreements among other schools of Cosmetology may provide that teach out notices may be sent by the teach-out school(s).
7. If there is no provision for a teach-out, a full refund must be provided to each student enrolled at the time.
8. The closing school complies with applicable state and/or federal laws regarding records maintenance.
9. If the institution that is party to a Teach-Out learns that another party to the Agreement plans to close, NACCAS must be notified.
10. The Teach-Out Plan must be approved by the U.S. Secretary of Education.

STUDENT'S RIGHTS AND RESPONSIBILITIES: (Ed. Code #94909 (a)(5))

The student has the right to ask the school:

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

It is the student's responsibility to:

- Review and consider all the information about the school program before enrolling
- Review the catalog and School Performance fact sheet prior to signing an enrollment agreement.
- Pay special attention to the application for student financial aid, and complete it accurately, and submit it on time to the right place. Errors can delay or prevent the receipt of financial aid
- Know and comply with all deadlines for applying and re-applying for aid
- Provide documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application
- Notify the school of any information that has changed since you applied
- Read, understand, and keep copies of all forms that are signed.
- Repay any student loan. When student signs a promissory note, they are agreeing to repay the loan
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan
- Notify the school of any change in name, address, phone number or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes
- Understand the school's policy
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.

Understand that it is the student's responsibility and their liability when errors are made and funds for which they are not eligible or are advanced to them or credited to their school account

UNIVERSAL COLLEGE OF BEAUTY, INC.
CURRICULUM FOR COSMETOLOGY..... (1600 Hours)

CIP #12-0401- DOT# 331-674-010, SOC# 39-5012

The curriculum for students enrolled in a Cosmetology course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering at a minimum the state mandated subject hours listed below. In addition to these requirements, clock hour requirements are met with performance of clinic floor practical operations, and classes to enhance student's professional development. Instruction will cover all practices constituting the art of Cosmetology pursuant to Section 7316 of the Barbering 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 a mannequin. Practical training shall mean the time it takes to perform a practical operation. Students are not to receive any compensation for services performed on patrons. Such technical instruction and practical operations shall include:

Technical Subject

SUBJECT	Minimum Hrs.	
	Technical	Practical
	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS - NOT HOURS)
<u>1100 Hours of Technical Instruction and Practical Training in Hair Dressing</u>		
Hairstyling: 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
Permanent Waving and Chemical Straightening: 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
Hair Coloring and Bleaching: 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
Hair Cutting: 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
<u>200 Hours of Technical Instruction in Health and Safety</u>		
Laws and Regulations: 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	

Health and Safety Considerations:

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.

45

Disinfection and Sanitation:

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.

20

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology:

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

15

200 Hours of Technical Instruction and Practical Training in Esthetics**Manual, Electrical and Chemical Facials:**

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

25

40

Eyebrow Beautification and Make-up:

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.

The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, 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.

25

30

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

Manicuring and Pedicuring:

The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

10

25

Artificial Nails and Wraps:

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

25

120 Nails

The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.

In addition to the above minimum requirements, clock hour requirements are met with performance of clinic floor practical operations, classes in communication skills, career development, professional ethics, decorum, human relations, compensation package, payroll deductions, record keeping, client service records, licensing requirements and regulations, additional training i.e. field trips and participation in beauty industry trade shows and events.

COSMETOLOGY PERFORMANCE OBJECTIVE

1. Acquire knowledge of laws and rules regulating practices in California's Cosmetology establishments.
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

1. Learn the proper use of implements relative to all Cosmetology services
2. Acquire the knowledge of analyzing the scalp, face and hands prior to all services to determine any disorders
3. Will learn the procedures and terminology used in performing all Cosmetology services.
4. Will learn the application of daytime and evening make-up to include the application of false strip eyelashes
5. Will learn the proper procedures of manicuring to include water and oil manicure and pedicuring
6. Will learn the application of brush-on nails, nail wraps and nail tips

DEVELOP THE FOLLOWING ATTITUDES AND PERSONAL TRAITS

1. Learn to appreciate good workmanship common to Cosmetology
2. Maintain a respectful and courteous attitude toward the public and co-workers
3. Strive toward enhancing traits of honesty and integrity

GRADING SCALE

90-100%	A.....Excellent
80-89%	B.....Above Average
70-79%	C.....Average
60-69%	D.....Unsatisfactory (Below Average)
59% and below	F.....Fail

Ed. Code #94909(a) (5)

GRADUATION REQUIREMENTS: A student that has successfully completed a prescribed course of study will receive a diploma of completion if they have accomplished the following:

1. Completed the number of hours required for the chosen course of study within the maximum time frame.
2. Maintained a minimum academic average of 70% or better on both theory and practical work and 67% attendance.
3. Completed any and all requirements as discussed with staff.
4. Paid all financial obligations

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed high school or its equivalent. A Cosmetology license will be granted by the Barbering and Cosmetology Program only after the student has successfully completed and graduated from the Cosmetology course described above and passed the Barbering and Cosmetology Examination. **(Ed. Code #94909(a)(6)**

EMPLOYMENT OPPORTUNITIES:

Hairstylist, color technician, shampoo assistant, braiders, salon owners/managers and platform artist

CURRICULUM FOR INSTRUCTOR TRAINING COURSE..... (600 Hours)

CIP #12-0413, DOT #075-127-010, SOC #25-1194

NOTE: Per State Board – Instructor Trainee's no longer have to obtain a license to teach Cosmetology. However this institution still requires Instructor trainee's to complete the 600 hour course requirements.

The curriculum for students enrolled in an Instructor Training course shall consist of six hundred (600) clock hours of technical instruction and practical operations. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the Instructor trainee of teaching techniques and principles. Additionally, students are not to receive compensation for any services performed on patrons.

TECHNICAL SUBJECT

MINIMUM	MINIMUM	
	HOURS OF INSTRUCTION	OPERATIONS
1. The Cosmetology Act and the Program's Rules and Regulations	20	
2. Preparatory Instruction		
(A) Instructional techniques: Methods of instruction, lecture, demonstration, performance, communication skills; instructional aids, student motivation and learning	40	
(B) Organization techniques: 4 step teaching method. Performance objectives; and learning domains.	20	50
(C) Lesson planning: Subject, title, outlines, development; and visual aids, etc.	60	50
(D) Techniques of evaluation: Purpose of tests, types of tests, test administration; scoring and grading, Academic advising to students	160	
3. Conducting classroom and technical instruction and demonstrations for three(3) or more students on all practices of Cosmetology including The Barbering and Cosmetology Program's rules and regulations. (Shall be conducted under the supervision of a licensed Instructor)	100	
4. Supervising and Training of Students while they are practicing the art of Cosmetology on a live person or mannequin in a classroom or laboratory.	100	

In addition to the above requirements clock hour requirements are met with performance of practical operations, classes in communication skills, career development, professional ethics, decorum, human relations, compensation package, payroll deductions, record keeping, client service records, licensing requirements and regulations.

INSTRUCTOR TRAINEE PERFORMANCE OBJECTIVES

Develop the ability to:

1. Teach related information, manipulative operations and techniques
2. Use various teaching aids, such in instruction sheets, visual aids and tests
3. Provide information on specific teaching techniques used by the Instructor in a Vocational School

ATTITUDES AND PERSONAL TRAITS

1. The necessity for constant attitudes towards achievement of professional competency as an Instructor
2. The importance of developing personal characteristics that contribute to success in teaching

SKILLS TO BE DEVELOPED

1. Develop occupational experiences and personal characteristics that will improve and enhance the Cosmetology and Barbering profession by providing the highest quality of instruction to students.
2. Develop lesson plans, outlines, procedures and tests that will insure student comprehension and will motivate all students to want to learn.
3. Development of a course content reflecting a comprehensive and correlative unit of study
4. Development of instructional materials that will facilitate set-up and preparation of classes
5. Development of a variety of supplemental teaching aids that will motivate students to want to learn the art of Cosmetology and Barbering

GRADING SCALE

90-100%	A.....Excellent
80-89%	B.....Above Average
70-79%	C.....Average
60-60%	D.....Unsatisfactory (Below Average)
59% and below	F.....Fail

GRADUATION REQUIREMENTS: A student that has successfully completed a prescribed course of study will receive a diploma of completion if they have accomplished the following:

1. Completed the number of hours required for the chosen course of study within the maximum time frame.
2. Maintained a minimum academic average of 70% or better on both theory and practical work and 67% attendance.
3. Completed any and all requirements as discussed with staff
4. Paid all financial obligations

Per State Board, Instructor Trainees no longer have to obtain a Cosmetology license to teach. However, this school still offers the Instructor trainee course and requires that they have a valid Cosmetology license and 3 years' experience as a Cosmetologist (Hairstylist)
Ed. Code #94909(a)(6)

**UNIVERSAL COLLEGE OF BEAUTY, INC.
ORGANIZATIONAL CHART**

**KENNETH J. WILLIAMS
PRESIDENT/CEO**

**School Director – Leimert Campus
Myesha Dickson**

**Admissions
Loretta C. Williams**

**Financial Aid Officer
Myesha Dickson**

**School Director/Placement
Kenneth J. Williams**

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EDUCATIONAL FACULTY QUALIFICATION LIST

LEIMERT CAMPUS

MARGIE FAULKNER License Cosmetologist Instructor	INSTRUCTOR 23 years 11 years	KRISHNA ALONSO Licensed Cosmetologist Instructor trainee	SUBSTITUTE 4 years 6 months
KENNETH WILLIAMS, Licensed Cosmetologist Instructor	SUBSTITUTE 20 years 15 years		

Rev. 6/2019

FINANCIAL AID SECTION

FINANCIAL AID - CONSUMER INFORMATION

This institution participates in the Federal Pell Grant program (FPELL) and the Federal Supplemental Education Opportunity Grant Program (SEOG). NEITHER OF THESE PROGRAMS REQUIRES REPAYMENT.

THIS INSTITUTION IS APPROVED TO PARTICIPATE IN THE FEDERAL LOAN PROGRAM, BUT HAS CHOSEN NOT TO DO SO.

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.

Financial Aid Disclosures:

In an effort to assist the student in making a more educated decision about enrolling, this institution provides the following disclosures pursuant to federal and state financial aid programs:

- California State – Institutional Performance Fact Sheet
- Federal Disclosures
 - Right-to-Know Act.
 - Gainful employment
 - Admissions Disclosure
 - Crime Statistics report and procedures – Clery Act
 - Drug and alcohol abuse policy
 - FERPA (Release of Information Authorization)
 - Textbook disclosure
 - GED Classes availability
 - Voting information

Financial Aid Mechanism

Financial aid is a mechanism that reduces the 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. 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.

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.

The U.S. Department of Education Title IV Student Financial Aid Program:

This institution 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:

Federal PELL Grant Program (FPELL) \$6,095.maximum annual limit (Does not require repayment)

Federal Supplemental Educational Opportunity Grant Program (FSEOG). (Does not require repayment)

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

1. Be admitted as a regular student
2. Be enrolled or accepted for enrollment in an eligible program on at least half time basis
3. Be a citizen or an eligible non-citizen
4. Not owe a refund on a Pell Grant or SEOG at any school
5. Not be in default on Perkins Loan or Stafford Loan/SLS/PLUS at any school
6. Have financial need
7. Make satisfactory progress (as defined by the school's policy in the course of study)
8. Be registered for selective service (if a male and born on or after January 1, 1960)
9. Have a signed statement of updated information
10. Have a high school diploma, GED, or have demonstrated the ability-to-benefit
11. Agree to use any federal student aid received solely for educational purposes

FINANCIAL AID PRINCIPLES

1. This institution will work with schools, community groups, and other educational institutions in support of the national goal of equality of educational opportunities.
2. This institution expects parents to contribute financially according to their means. Students are also expected to contribute from their own earnings and assets, including borrowing against future earnings.
3. Financial aid will be offered after determining whether the family's resources are insufficient to meet the student's educational expenses. The amount of financial aid will not exceed the amount needed to meet the difference between the student's total educational expenses and family's resources.
4. In awarding funds to eligible students, the amount and type of self-help will be related the circumstances of the student and the highest amount of grant assistance will be offered to students with the least ability to pay.

This institution does not discriminate on the basis of race, religion, creed, color, nationality, sex, ethnic origin or age in their admission policies or in access to employment or administration of their programs.

APPLICATION PROCEDURES

Financial Aid applications for this institution consists of the following:

Free Application for Federal Student Aid (FAFSA). Forms and assistance in completing them are available at this institution during school hours. This form needs to be completed as instructed on the form. Documentation to substantiate the date entered on the form may be required by the Financial Aid Office. In addition to the FAFSA, the institution requires a series of forms that 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 of the award year, for which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 29 of the award year from which aid is requested, or the student's last day of

enrollment in 2019-20 whichever comes first. A valid ISIR required signatures of student, spouse and/or parents, when the ISIR has been corrected

RENEWAL PROCESS: A FPELL Grant award received for one award year, (July 1 to June 30 of the following year) **is not** automatically renewed for the next award year. Student's must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the Financial Aid Office.

MAXIMUM ANNUAL AWARD: \$6,095.

DISBURSEMENT/ISSUANCE Made on the basis of per payment period via a check payable to the student and direct credit to the student's tuition account.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Funds received under this program ARE NOT subject to repayment from the student

DEADLINE: Made on the basis of per payment period via a check to the student or via the student's tuition account. Priority for FSEOG funds will be given to those students with the lowest expected family contribution who will receive FPELL Grants. Because of this institution's policy of year round enrollment, funds will be allocated on a first-come, first serve basis for those individuals meeting this criteria. Professional judgment may be used for certain exceptions based on extenuating circumstances with appropriate documentation. Please refer to FSEOG the following selection criteria:

The institutional participation in the FSEOG is limited to the amount of funds given to the institution for an entire award year (July 1 to June30). Since the funds are limited it is practically impossible to award FESOG to all student's who apply for aid. Therefore, the institutional policy to select FSEOG recipients is as follows:

1. Students are selected from a group of students starting in school on the same starting date. This institution has a continuing enrollment process in which student's may start school each TUESDAY of each month, subject to change depending on the school's schedule. In order to ensure a fair distribution of funds throughout the entire aware year, the institution will make SEOG awards using data from the year preceding the current year.
2. As of July 1, 2000, the first selection of SEOG recipients will be made from student's with "exceptional need", which are defined as student's that have an Expected Family Contributed (EPC) of zero and that would otherwise be eligible for the FPELL Grant Program during the same year.
3. If enrollment figures change, and/of additional funds become available to the institution, a second selection will be made from those student's eligible for the FPELL Grant Program with lowest Expected Family Contribution that enrolled during the last quarter of the award year.

All of the selections will be made from student's whose file has been completed with no issued pending regarding the student's eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year.

Determining Need:

The information student reports on the FAFSA (Free Application for Federal Student Aid) when applying for aid, is used in a formula established by U.S. Congress which calculates the students' Expected Family Contribution (EFC). This institution utilizes the 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 EFC.

Cost of Attendance:

This institution uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION**. They estimate the amount it will cost a student to go to school during an academic year of approximately 9 months as stated below:

Elements included in the budget	Tuition	Actual cost
Registration Fee	Actual cost	
Books & Supplies	Actual cost	
Living cost allowance (monthly figures)	Student living	
With parents	off campus	
Room and Board	\$4,347	\$10,063
Transportation	1,071	1,206
Personal/misc.	3,114	2,853

(The cost of uniforms is included in the personal allowance)

Award Concept, Selection of Recipients & Packing Criteria:

The institution does not receive enough Campus-Based funds to satisfy all of the student financial needs. Therefore, the school emphasizes the **SELF-HELP CONCEPT** of student financial assistance. The SELF-HELP CONCEPT is on a first-come, first served basis when awarding eligible applicants. The SELF-HELP CONCEPT lists types of financial assistance in the following order:

1. Family contribution
2. Other resources
3. Federal Pell Grant

The institution awards from the Federal Supplemental Education Opportunity Grants in accordance with the following policy: The institution participation in the FSEOG is limited to the amount of funds given to the institution for an entire award year (July 1 to June30).

Due to limited amount of funds available to the institute, it is literally impossible to award FESOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows:

This institution has a continuing enrollment process in which students may start each Tuesday of each week (subject to change depending on schedule of the institution.) In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year presiding the current year by using student enrollment, EFC and Pell Grant date to determine how to distribute the SEOG funds available.

Based on last year's date, the institution expects an enrollment of 70 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/18 to 6/30/19 period. Therefore, the awards to those students will be \$200.00 through the entire period. As of July 2, 2019, the first selection of SEOG recipients will be made from students with "exceptional need". Students with "exceptional need" are defined by this institution as student that have an expected family contribution (EFC) of zero (00000) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for FPELL Grant Program with lowest EFC that enrolled during the last quarter of the award year (March-June).

Both selections will be made from students, whose file has been completed, with no issues pending regarding the student's eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made long as funds are available throughout the award year.

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

ACADEMIC YEAR: A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13/15 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 26/30 weeks, regardless of the number of clock hours 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 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. FSA regulations refer to the amount of aid that exceeds the allowable charges as a credit balance.

DEPENDENT STUDENT: She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her, student and parent's income an application, student and parent's income and assets information. Parent information relates to the parent that provides the majority of the student support when parents are separated or divorced.

DEPENDENT: He/she is an individual other than the spouse that has been supported and will continue to be supported (50% or more of the individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student's 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/NON CITIZEN: The student must be one of the following to receive Federal Student Aid:

- U.S. Citizen
- U.S. National
- U.S. permanent resident who has an I-151 or I-551 (Alien Registration Receipt Card- Green Card)
- Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) 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-3etc)
- Cuban-Haitian entrant, Status Pending
- 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
- G series visa (pertaining to international organizations)

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

1. (46) Were you born before January 1, 1995
2. (47) As of today, were you married?
3. (48) As of July 1, 2019 will you be graduate or professional student?
4. (49) Is currently serving on active duty in the U.S. Armed Forces
5. (50) Are you a veteran of the U.S. Armed Forces?
6. (51) Do you have children whom you support?
7. (52) Do you have dependents (other than your children or spouse)?
8. (53) Parents Deceased/Student Ward of Court? In Foster Care?
9. (54) Emancipated Minor
10. (55) In Legal Guardianship?
11. Student homeless or at risk of being Homeless
12. (56) Student an Unaccompanied Homeless Youth as Determined by High School/Homeless liaison?
13. (57) Student an Unaccompanied Homeless Youth as determined by HUD?
14. (58) Student an Unaccompanied Homeless Youth as Determined by Director of Homeless Youth Center?

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

PAYMENT PERIOD: 450 hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the midpoint 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 absence.

RECOVERIES

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.

REFUNDS

If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR34 section 668.2 2. The order of refunds is: (1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loans, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7) Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG. This order would apply in accordance to the aid programs available at the institution.

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

TRANSFER STUDENT (FINANCIAL AID TRANSCRIPT REQUIRED):

A student, who attended a Post-secondary institution before enrollment at this institution, is required to provide a Financial Aid history from each of the institutions attended within the last six months before the enrollment at this institution. If a financial aid history is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional will be available to the student until all Financial Aid history are received by this institution.

STUDENT TRANSFER REQUESTS:

When a student requests a transfer to another school, the institution will prepare all of the academic and financial documentation requested by the student FOR A CHARGE NOT TO EXCEED \$15.00.

VERIFICATION PROCESS:

Federal regulations 34 C.F.R., Part 668, Subpart E, and dated March 14, 1986 executing legislation 20 U.S.C. 1094 governing Title IV programs require schools to verify applicant reported data. These regulations require schools to develop written policies for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process.

To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid nor certify Stafford/PLUS loan applications, until completion of the verification process.

WHO MUST BE VERIFIED: The policy of this school is to verify those students by CPS (USDE contractor processing the FAFSA and calculating the EFC) as shown in the ISIR or SAR comment section indicated with an (*) next to the EFC. The institution's Financial Aid Office (FAO) may opt to select an applicant for verification even though it is not selected by CPS.

VERIFICATIONS EXCLUSIONS: Applicants excluded from verification include:

- Death of the student
- Not an aid recipient
- Applicant verified by another institution. Student's FAFSA data must be the same as it was at the previous institution, and the prior institution must provide a letter to this institution stating that it verified student's application and providing the same transaction number of the pertinent valid ISIR.
- Post enrollment. If student was selected for verification after ceasing to be enrolled at this institution and all (including late) disbursements were made.

REQUIRED VERIFICATION ITEMS: Different data items apply to different applicants depending upon student dependency status and the Title IV programs used. Data items include:

For all applicants:

- Household size
- Number in college
- Supplemental Nutrition Assistance Program (SNAP, formerly food stamps)
- Child support paid

For non-tax filers:

- Income earned from work

For tax filers:

- Adjusted gross income (AGI)
- US income tax paid
- Education credits
- Untaxed IRA distributions
- Untaxed pensions
- IRA deductions
- Tax exempt interest

DOCUMENTATION REQUIRED:

AGI, taxes paid, and other tax data

The Department encourages students and parents to use the IRS Data Retrieval process to import data from their tax return **and not change it.** It is the fastest, easiest, and most secure method of meeting verification requirements.

For the retrieved data to be acceptable documentation of tax data, it is necessary that **neither students nor parents change the data after it is transferred from the IRS** – if the data is changed, the student/parent will need to provide other documentation as explained below.

If students cannot or will not use IRS Data Retrieval, either at initial FAFSA filing or through the FOTW correction process, they must document AGI, taxes paid and untaxed income by providing an IRS tax return transcript.

There are a few ways to request a tax transcript: online at www.irs.gov, by calling 1-800-908-9946 or by mailing or faxing the paper form 4506T-EZ which can be printed out from the IRS website.

Students or parents who file an amended return cannot use the IRS Retrieval process. Instead they must request a tax return transcript, but because that document only contains the information on the original return they must **also** request a tax account transcript, which contains only the data that was altered. Both documents together can then be used to complete verification. If the tax filer chooses to order them on paper, they must use IRS form 4506T rather than Form 4506T-EZ.

Also students and parents are required to complete and sign the verification worksheets developed by the Department which serve as signed statements and as verification of household size, number in college, receipt of SNAP benefits, child support paid, and income earned from work for non-tax filers. There are two distinctive verification forms. One is for independent students where student and spouse(if applicable) data is required. The second form is for dependent students where student and parental data is required.

Household size:

To document the household size (see instructions on FAFSA questions 72 and 93), the student needs to provide a statement signed by them and, if dependent, at least one parent that gives the name, age, and relationship to the student of each person in the household. **If the student completed the Department's verification worksheet, no further documentation for this item is required.**

Number in college:

Student can document this item (see instructions on FAFSA questions 73 and 94) with a statement signed by the student (and if they are dependent, at least one parent) that gives the name and age of each person in the household who is enrolled at least half time in an eligible college (excluding the parents of dependent students). The statement must also give the name of each college, and it can be written to document household size as well. **Completion of the Department's sample verification worksheet will satisfy the requirements for both items.**

SNAP benefits (food stamps)

If the ISIR indicated that someone in the parents' or student's household received SNAP benefits in 2017 or 2018, the student must provide signed statement indicating receipt of the benefit. **A completed verification worksheet from the Department does this.** The institutional FAO at their option, may require the student to show documentation to satisfy this requirement.

Child support paid:

If the ISIR indicated that the student or parent paid child support, the student will need to provide a statement signed by the student, or, if they are dependent, either parent and giving the annual amount of the support, the names of those who paid it and whom it was paid to and the name(s) of the child(ren) it was paid for. **A completed verification worksheet accomplishes this.**

TIME PERIOD FOR PROVIDING DOCUMENTATION:

Applicants must provide the required documentation to the School's financial aid office within 90 days from the ISIR processing date but no later than 7/21/2019.

APPLICANT RESPONSIBILITIES: To be able 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; 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 aid applicants of any Federal Student Aid program, 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. However, if the institutional FAO determines that an update due to marriage is required to better represent the student's ability to pay for college, the data must be updated changing all applicable elements on the FAFSA.

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD(S): If the student cannot provide all required documentation within 90 days from the ISIR processed date or by July 31, 2019, whichever is the earlier, the school cannot complete the verification process. The school would advise the applicants via regular mail or by email that the student is no longer eligible for the preliminary financial aid awards offered to the student. The school then gives the applicants the following options:

- The student may continue training on a cash payment basis
- The student may withdraw, or
- The student may make other financial arrangements to cover the school cost.

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

TOLERANCES: Any discrepancy greater than \$25,000 MUST be resolved.

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. The notification will take place using a new, if changed, award letter stating the awards by aid program amounts and expected disbursement dates. On this document the student and the parent has an opportunity to cancel all or part of the award from any loan program.

REFERRAL PROCEDURE: The school shall forward the U.S. Secretary of Education, a referral of discovered fraud cases.

EXTERNSHIP POLICY: Students enrolled in this institution may, upon completion of a minimum of 60% of the clock hours required for graduation in the course, work as an unpaid extern in a cosmetology establishment participating in the educational program of the institution.