



# California Cosmetology Academy Catalog

*Start your new career - enable your dreams*

The best hands on training in:

- Cosmetology
- Esthetics
- Hair Design
- Manicuring

Advanced Face/Body Treatments



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California  
Cosmetology  
Academy

2017 - 2018  
Academy Catalog  
(831) 884 5050  
<https://www.calicosmo.org>

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## Welcome to California Cosmetology Academy!

On behalf of California Cosmetology Academy we would like to congratulate you on making the first step along an exciting path towards a rewarding career in the beauty industry.

At California Cosmetology Academy we pride ourselves on leading the industry in advanced education excellence. We continuously guide our students to their career goals while closely caring for all their educational needs along the way.

We will guide you in everything from innovative cutting edge classroom instruction taught by experienced educators to all hands on and practical training done on the student clinic floor. We are here to guide you along this process of education and lead you to fully prepare for your state board licensing exam, as well as an amazing start to an ever changing, exciting and rewarding career.

The following pages contained in this catalog are detailed important information around the programs we offer. The catalog has been designed for you to have a great understanding about the career path you are setting out to achieve.

**For additional information please refer to our website at [www.calicosmo.com](http://www.calicosmo.com)**

*As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement.*

### **Academy Location**

1760 Fremont Boulevard Suite #F2  
Seaside, CA 93955  
(831) 884 5050

## Disclosure Statement

California Cosmetology Academy is a private post secondary educational Academy providing educational programs in Cosmetology and Esthetician programs.

California Cosmetology Academy is a Post Secondary Academy approved to operate in the State of California by the Bureau for Private Postsecondary Education (also know as BPPE / [www.bppe.ca.gov](http://www.bppe.ca.gov)). The Academy is in compliance with the California Private Postsecondary Education ACT. The California Board of Barbering and Cosmetology (BBC) sets a minimum standards for our programs of study and issues licenses to graduates upon passing the Board of Barbering and Cosmetology licensing examinations.

California Cosmetology Academy has been granted approval to teach the below programs of study in the State of California:

*Cosmetology*    1600 clock hours  
*Esthetician*     600 clock hours

At California Cosmetology Academy all students enrolled in a program of study who successfully complete will be provided a proof of training for that specific program of study. This proof of training is then used to apply for the State Board Test to receive a license to operate. We do not provide licences, degrees, diplomas or an approved certificates.

### **Please Note:**

We strive to make every effort to assure that the utmost accuracy of information is provided within this catalog, all students as well as others who utilize this catalog should note that laws, rules, and policy change from time to time and these changes may alter the information included in this publication. The California Cosmetology Academy always reserves the right to change regulations, requirements, student rules, schedules, curriculum, tuition, and fees at any time and without notice.

## Non - Discrimination Disclosure Statement

In compliance with federal, state, and local government requirements, The Academy does not discriminate against any individual on the basis of age, sex, race, color, religion, national and ethnic origin, handicap or sexual orientation in the administration of its educational programs, Academy administered programs and publications, or employment practices.

## About Us

### Our Vision

Striving to be the educator of choice for all students wanting to enter into the beauty industry by providing excellence in education and innovation.

### Our Mission

We create an extremely high level academic culture that allows all students to thrive in their ability to learn and develop the skill set required to obtain state licensing as well as advanced training to bring with them when transiting into the beauty industry.

### Our Values

- Excellence in Education is our prime focus everyday
- Dedication to a strong morale schoolwide
- Teamwork and collaboration to maintain top notch innovative thinking
- Exceed students expectations
- Our employees are our most valuable asset and will be treated as such
- Ensure a well maintained culture throughout the Academy that ensures the highest level of integrity and ethics



## Programs of Study

California Cosmetology Academy offers industry leading education in Cosmetology and Esthetics programs. We are here to help you with your journey in education on whatever path you may select, we have the program of study to help you realize your career goals.

## Career Opportunities

**Cosmetology Program:** California Cosmetology Academy offers students a number of avenues to begin an exciting and rewarding career in the beauty industry in hair, skin and/or nails. Students enrolled in the cosmetology program are preparing themselves not only for state board licensing required but also an entry level position as a hair designer, stylist, haircut and color specialist, future owner of a salon or spa, junior positions in film or fashion.

**Esthetics Program:** All students will be studying to pass their state board licensing exam. Students enrolled in our skin care program are preparing for an entry level position as an esthetician, skin care specialist, manager or future salon or spa owner. Additional career opportunities include beginning jobs as makeup artist, skincare platform artist or even an esthetics trainer.

## Faculty

At the California Cosmetology Academy we have hired Educators for their expertise and passion for what they do in their professional field. California Cosmetology Academy requires all faculty to have a minimum of 5 years combined education and direct industry experience in order to be employed as part of our educational team of instructors. All instructors have advanced knowledge and experience in their field and understand the importance of both the theory and practical training that are necessary for a student to be successful in whichever program of study they are enrolled in.



## School Accreditation

The School is fully licenced to operate by the following institutions who license and regulate our School:

Bureau for Private Postsecondary Education (BPPE)  
2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833 \\  
(916) 431-6959 Toll-free: (888) 370-7589

Board of Barbering and Cosmetology (BBC)  
P.O. Box 944226 Sacramento, CA 94244-2260  
(916) 575-7281 Toll-free: (800) 952-5210

The School is not accredited by any other organisation.

## Library/Resource Centers

Books : Each student will personally purchase, own and maintain a set of books relevant to their course.

Resource Center : Resources provided to enhance the learning environment are a State Board Study Theory facility which contains study areas and computers for access to online resources and a State Board Study Practical area for students to hone their practical skills. These are open and available to students during their regular course hours. Access is organized by the course Teachers.

## Class Schedules

At California Cosmetology Academy we offer daytime classes, your schedule will be determined depending upon which program of study you choose to enroll in. New classes will begin at the beginning of each calendar month for both Cosmetology and Esthetician. Please contact our campus directly for updated and specific scheduled educational program start dates.

## Observed Holidays for Academy Closure

California Cosmetology Academy will observe the following holidays and be closed:

- Memorial Day

# California Cosmetology Academy

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- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Day

## Admissions

### Procedures

As a prospective student, you are required to physically visit The California Cosmetology Academy. The purpose of the required visit will be to discuss your personal education goals and career plans with campus staff prior to enrolling or signing an enrollment agreement. We will meet with you, provide a campus tour and answer any questions you may have. We want to make sure in advance that California Cosmetology Academy, our programs and our educational philosophy are the proper fit for you before you make a final decision to enroll.

As a prospective student we encourage you to review our Academy catalog and read through all information we have to provide before signing an enrollment agreement.

### Requirements

It is our policy to enroll students who have the aptitude and ability to learn, benefit from and are able to find employment in their prospective program of study. Students must meet specific requirements prior to signing an enrollment agreement for admissions to California Cosmetology Academy.

### Exclusions

California Cosmetology Academy does not admit students on the basis of challenge examinations or achievement tests.

California Cosmetology Academy does not accept transfer program credit for any prior experiential learning programs, which might include externships, internships, work experience or apprenticeship programs.

California Cosmetology Academy does not offer 'English as a second Language' programs. All California Cosmetology Programs and materials are provided and taught in English.

California cosmetology Academy only will admit students with a high school diploma or its equivalent. Students who as such, are deemed to have the level of english proficiency necessary to have the ability to benefit from the programs taught in english.

## Provisions

### **Prior to signing Enrollment Agreement prospective students must:**

- Visit and tour the campus
- Complete an interview with campus admissions staff
- Possess a valid U.S. high school diploma, a GED, a High School Certificate of proficiency issued by a state that recognizes it as equivalent to a high school diploma, or high school transcripts verifying the graduation date.
- Possess a valid Social Security Card
- Possess a valid government issued photo Identification card or driver's license.

### **If you are at least 17 and a high school graduate , you must provide the following documents to the Academy:**

- A valid U.S. high school diploma, a GED, a High School Certificate of proficiency issued by a state that recognizes it as equivalent to a high school diploma, or high school transcripts verifying the graduation date.
- A valid government issued photo identification card or driver's license

### **If you are at least 18 years of age, an immigrant to the United States of America and have completed a high school or its equivalent in your country of origin, you must provide the following documents to the school:**

- A copy of your secondary school education credential as well as an english translated copy which clearly identifies the date of completion of the secondary education that is equivalent to a U.S. high school diploma. The translation must be completed by a qualified certified translator fluent in both the language in which the document was written and in english or a bona fide, third party document evaluation service, the translation must be on that company's letterhead. California Cosmetology Academy does not pay for any translation services, this must be conducted at your own expense.
- A valid government issued photo identification card or driver's license.

**If you have been homeschooled and the state in which you were homeschooled treats homeschools as a home or private school, you must provide the following documents to the Academy:**

- A valid homeschool high school diploma.
- **Either** a copy of the state issued secondary school completion credential (if your state issues this certificate) **OR** a copy of the private state school affidavit issued by the state for the school from which the diploma was granted.
- A valid government issued photo identification card or driver's license.

PLEASE NOTE: a copy of the student's social security card is not required to be maintained in the student file. It is necessary for the student to present their social security card at time of enrollment.

## Orientation

One of the most important and exciting days at California Cosmetology Academy is orientation day. This will be required for all students to attend prior to or on your first day of class. This includes new enrolling students, transfer students, and re-enrolling students. Orientation will include valuable information for you especially introducing you to your campus staff and to learn about our policies and expectations.

## Transfers

California Cosmetology Academy will count transfer and accepted clock hours from another California institution to apply towards hours only of the same program within California Cosmetology Academy. California Cosmetology Academy will **NOT** count hours from one program at another California institution towards the required hours of a **different** program at the Academy.

Prospective students/applicants who have previous accumulated hours from another California cosmetology school, who wish to enroll at California Cosmetology Academy must submit a written request during the admission process along with a proof of training and record of withdrawal from their previous California school.

- Student prospects with less than 1,000 clock hours in cosmetology will be considered for enrollment.
- Student prospects with 250 or less clock hours in esthetics will also be considered for enrollment at California Cosmetology Academy.

**If a prospective student has more than 1,000 clock hours in cosmetology or more than 250 clock hours in esthetics, special exceptions for admission can only be made upon the Academy Directors direct discretion as well as qualified lead educator combined.**

### Transferring from another state or country

All applicants transferring from another state or from another country must first contact California's Board of Barbering and Cosmetology and apply for approval of their hours from their previous school. The documentation that is required can be found online on the Board of Barbering and Cosmetology website. [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

The California Board of barbering and cosmetology will then issue a letter indicating the credit has been approved for the hours completed at the previous school along with any other requirements.

Final decisions on acceptance of transfer hours will be made at the California Cosmetology Academy campus based on information provided by the board of barbering and cosmetology letters.

Any prospective student who fails to provide the required documentation of previous training in either of the stated circumstances above prior to enrollment at the California Cosmetology Academy will result in not being able to apply those hours to their enrollment.

## Transferability of Credits and Credentials

Transferability of credits you earn at California Cosmetology Academy is at the complete discretion of another institution to which you may seek to transfer. Furthermore the acceptance of the diploma you earn at California Cosmetology Academy program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma earned at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at the specific institution. For that reason you should make absolutely certain that your attendance at the California Cosmetology Academy will meet your educational goals. Please note: you should contact an institution to which you may seek to transfer to after attending California Cosmetology Academy to determine if your diploma will transfer correctly.

Transferability of completed clock hours and courses from the California Cosmetology Academy are likely to vary between California based cosmetology schools and out of state schools. California Cosmetology Academy does not have in place any mutual agreement nor articulation agreement with any college or university currently.

## Re - Enrollment Policy

California Cosmetology Academy students that have been previously enrolled who did not complete their program requirements may apply for re enrollment. The process to begin a request for re enrollment will be to have a written request sent to the Academy campus directly to the Academy Registrar and/or Academy Director. The request should include detailed explanations and reasons for the students previous withdrawal and why the student should be allowed to re enroll in the program. Students will need to also be in good standing with all faculty and staff members.

At California Cosmetology Academy we carefully evaluate each individual request to assure the re enrollment will be a success for the student. The decision will be made based on the student's re enrollment letter, the student's past history with enrollment, how long the student has been out of school and how many hours the student is still required to complete in order to receive a diploma. If the student is approved by the Academy Registrar and the Academy Director both in agreement for re enrollment they can fully begin the re enrollment process. When a student is granted approval for re enrollment, full credit for previous properly documented and paid for instruction hours will be granted in accordance with state regulations. Charges for re enrollment will be based on the tuition charges in effect at the time or re enrollment.

**Please Note: All unpaid balances from any previous enrollment at the California Cosmetology Academy must be resolved and paid prior to be considered for re enrollment.**



## Education

### Important Academic Rules and Information

**California Cosmetology Academy Standards:** Our standards expect all students to maintain satisfactory academic progress. Each student Enrolled at California Cosmetology Academy must maintain the following:

1. Maintain a cumulative academic GPA of a "C" average (70% or better) at the end of each evaluation period, as per the grading scale listed below. Practical assessments and theory test grades are combined to produce a combined GPA reflecting the qualitative element of a satisfactory Academic Program policy.

<b>Grade</b>	<b>Level</b>
70-100%	Satisfactory
0-69%	Unsatisfactory

2. Maintain a cumulative average attendance level of at least two-thirds 67% of the scheduled hours indicator in the student enrollment contract at the end of each evaluation. Reflecting the quantitative element of the satisfactory academic progress policy. This ensures that there will be completion of the student's program within 150% of the schedule course length which is the maximum time frame in which the student must complete the course.

3. Students being a minimum requirements for attendance and academic process at any evaluation put will be considered to be making satisfactory academic progress until the next evaluation period.

## Evaluation Periods

Satisfactory academic progress will be assessed at the following benchmarks of actual hours attended as listed in the below table:

<b>Cosmetology 1600 hours</b>	<b>Esthetician 600 hours</b>
450 hours	300 hours
900 hours	600 hours
1250 hours	
1600 hours	

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

## Licensing Requirements

The California Board of barbering and cosmetology requires that any person designed to protect business as a cosmetologist, esthetician must first complete the state-required curriculum at an approved school and second pass the state license exam in the state of California. At California Cosmetology Academy our programs are designed with two goals in mind, first to provide the students with the state-required educational curriculum necessary to qualify to take and pass the exam, and second and most important to prepare our graduates to obtain employment and entry level positions in the beauty industry.

## Background checks

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

### **Please Note**

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

Board of barbering and cosmetology  
PO box 944226  
Sacramento, California 94244  
Phone: 1 800 952 5 2 1 0  
Fax 1916 575 728 1  
[www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

## Description of Educational Program

### Programs of Study

California Cosmetology Academy offers industry leading education in Cosmetology and esthetics programs. We are here to help you with your journey in education on whatever path you may select, we have the program of study to help you realize your career goals.

### Career Opportunities

#### Cosmetology Program

California Cosmetology Academy offers students a number of avenues to begin an exciting and rewarding career in the beauty industry in hair, skin and/or nails. Students enrolled in the cosmetology program are preparing themselves not only for state board licensing required but also an entry level position as a hair designer, stylist, haircut and color specialist, future owner of a salon or spa, junior positions in film or fashion.

#### Esthetics Program

All students will be studying to pass their state board licensing exam. Students enrolled in our skin care program are preparing for an entry level position as an esthetician, skin care specialist, manager or future salon or spa owner. Additional career opportunities include beginning jobs as makeup artist, skincare platform artist or even an esthetics trainer.

## Grading Systems and Evaluations of Students

Regardless of which California Cosmetology Academy program you choose, all your academic progress will be measured by the grading system below while enrolled in Academy.

### Theory

Theory and or Technical instruction is the instruction all students receive through way of demonstration, lectures, classroom participation and examinations. All theory work will be graded as follows:

Grade	Level
70-100 Percent	Satisfactory
0-69 Percent	Unsatisfactory

### Practical Training

Practical Training or Practical Operations are the projects, practical operations and service students perform on another person. This can be a client, another student or a mannequin. All Practical training work will be graded as follows:

Grade	Level
70 - 100 Percent	Satisfactory
0-69 Percent	Unsatisfactory

### Attendance

All students **must attend** a minimum of **67 Percent** of their scheduled hours in order to maintain Satisfactory Academic Progress. (SAP)

## Cosmetology Program

The curriculum for students enrolled in the cosmetology program consists of **1600 clock hours** of practical training and technical instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of cosmetology from techniques in hair, skin care, makeup and manicuring to business skills and health and safety practices. The cosmetology program of study will satisfy the requirements of section 7316 of the California barbering and cosmetology act.

### Graduation Requirements

In addition to meeting the basic California cosmetology graduation requirements, students are required to successfully complete all 1600 clock hours of cosmetology training described below:

SUBJECTS		Minimum Technical Instructional Hours	Minimum Practical Operations Hours
1.	<b><u>Health and Safety- 200 Hours:</u></b> Laws and Regulations Health and Safety Disinfection and Sanitation Anatomy and Physiology	20 hours 45 hours 20 hours 15 hours	
2	<b><u>Hairdressing- 1100 Hours:</u></b> Hairstyling Permanent Waving/Chemical Straightening Hair Color and Bleaching Haircutting	65 hours 40 hours 60 hours 20 hours	240 105 50 80
3	<b><u>Esthetics- 200 hours:</u></b> Manual, Electric Facials Eyebrow beautification and Makeup	25 hours 25 hours	40 30
4	<b><u>Manicuring and Pedicuring- 100 hours:</u></b> Manicuring and Pedicuring Artificial Nails and Wraps	10 hours 25 hours	25 120
5	<b><u>Career Development</u></b> Learn industry professional ethics, communications, record keeping, customer service, client service record, license requirements and regulations in the beauty industry. Basic and advanced fundamentals for successful business management are taught throughout the course of the program of study	Taught Throughout Program	Taught Throughout Program

6	<b>Job and Interview Skills</b> Learn how to apply your new skill set and license and transition into a new successful career.	Taught Throughout Program	Taught Throughout Program
7	<b>California Cosmetology Academy Advanced and Innovative Training</b> Learn advanced and Industry leading cutting edge technique taught only in our program in hairstyling, hair cutting, hair coloring, esthetics, manicuring, pedicuring and make up.	Taught Throughout Program	Taught Throughout Program

## Equipment to be used

Equipment to be used includes but not limited to the following:

- Classroom filled with adequate table and chairs
- Whiteboards and chalkboards for instruction
- Computers, Ipads and Tv monitors for Instruction and curriculum delivery
- Milady Textbook, Milady's theory book, Milady practical workbook along with California Cosmetology Academy curriculum.
- Printer/scanner/copier for printing tests, quizzes, newsletters, and other relevant Academy knowledge to distribute.
- 30 complete Salon Stations that include Styling Chair, ergonomic mat for standing, mirror and electrical outlet plugs for use of Blowdryers, Curling irons. Stations are used to simulate practice of practical operations required for California state board licensing examination and well as student services and salon services in the Academy
- 6 Shampoo bowls for practical used on students services salon clients and mannequins.
- Student locker

### **Cosmetology Equipment - contains all supplies used while enrolled in program**

- 1 - Apron, Reversible
- 1 - Set Rollers/Rack
- 4 - Dozen Rollers
- 1 - Roller Bag
- 1 - Handled Mirror
- 1 - Box Double Prong Clippies
- 1 - Package Sectioning Clips
- 1- Brush Set /Shoulder Bag
- 2 - Styling Combs
- 1- Comb Set
- 1 - Spray Bottle w/Trigger Spray
- 1 - Teasing pick/comb

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- 2 - Shampoo Capes
- 1 - Manicure Bowl
- 1 - Manicure Polish Kit
- 2 - Cushioned files, washable
- 5 - Orangewood Sticks
- 1 - Clear Polish
- 1 - Pedicure Set
- (File, toe separators, 2 files)
- 1-Toenail Clipper
- 1 -Cuticle Nipper
- 1 - Eleven Styling Products #1
- 1 - Orientation Booklet
- 1 - Name Tag
- 1 - FL Cosmetology Law Booklet
- 3 - Academy T-shirts
- 1 - Milady Standard Text set:  
(Text, Exam Review, Study Guide)
- 1 - Blow Dryer, professional
- 1 - Marcel 3/4" Curling Iron
- 1 - Ceramic Flat Iron, Electric
- 1 - "Kim" Mannequin
- 1 - "Michelle" Ethnic Mannequin
- 1 - Diffuser w/fingers
- 1- Suction Mannequin Clamp
- 1 - Wheeled Tote
- 1 - Cosmetology Dictionary
- 1 - Speedmaster II Adjustable Clipper
- 1 - Wahl Detailer Trimmer
- 2 - Cutting Mannequins "Kim"
- 1 - Male Mannequin "Magnum"
- 1 - Can Andis "Cool Care Plus 5-in-1"
- 1 - Wahl Flat Top Comb
- 6 - Cutting combs
- 2 - Barber combs
- 1 - Set Basic Shears/Thinners/Razor/  
Holster
- 1 - Set Eleven Styling Products #2
- 1- Nylon Cutting Cape
- 16 -Dozen Straight Perm Rods
- 1 - Pintail Comb



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- 1 - Bowl for Relaxer
- 1 - Box End Papers
- 1 - Applicator Spatula
- 1 - Apron
- Classroom Perm and Relaxer Supplies
- 4 - Boxes of 100 Gloves
- 2 - Applicator Bottles
- 1 - 7 piece Tint Bowl/Brush Kit
- 1 - 60 Minute Stainless Timer
- 1 - Tipping Cap Needle
- 1 - Alfaparf Travel Kit
- Classroom Color
- 1 - Barber Tapering Comb
- 1 - Xtra Long Human Hair Mannequin
- 1 - Eyelash set/Tube Eyelash Glue
- 1 - Exam Review w/Situational
- 1 - Set Professional Shears/Blenders/  
Case
- 1 - Hair Extension Kit
- 1 - Professional Slant Tweezer
- 1 - Set of Makeup Brushes
- 1 - Mini Nail Tech Intro Kit

## Esthetics Program

The curriculum for the students enrolled in the Esthetics program consists of **600 clock hours** of practical training and technical instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction within the course of study will cover the art and science of the esthetics from skin care treatments and techniques, make up , hair removal to business skills as well as health and safety practices. The program of study satisfies the requirements of section 7316 of the California Barbering and Cosmetology Act.

### Graduation Requirements

In addition to meeting the basic requirements for the California Cosmetology Academy students are required to complete 600 clock hours of esthetics training as described below:

SUBJECTS		Minimum Technical Instructional Hours	Minimum Practical Operations
1	<b><u>Health and Safety-200 hours</u></b> Laws and Regulations Health and Safety Disinfection and Sanitation Anatomy and Physiology	10 hours 40 hours 10 hours 15 hours	
2	<b><u>Facials- 350 hours</u></b> Manual, Electrical and Chemical Facials Preparation	70 hours 15 hours	140
3	<b><u>Hair Removal and Makeup- 50 hours</u></b> Eyebrow beautification Makeup	25 hours 20 hours	50 40
4	<b><u>Career Development</u></b> Learn industry professional ethics, communications, record keeping, customer service, client service record, license requirements and regulations in the beauty industry. Basic and advanced fundamentals for successful business management are taught throughout the course of the program of study	Taught throughout program	Taught throughout program
5	California cosmetology Academy Advanced Techniques and innovative industry leading applications of makeup, and esthetic procedures taught throughout program	Taught throughout program	Taught throughout program

## Equipment to be used

Equipment to be used includes but not limited to the following:

- Classroom filled with adequate table and chairs
- Whiteboards and chalkboards for instruction
- Computers, Ipads and Tv monitors for Instruction and curriculum delivery
- Milady Textbook, Milady's theory book, Milady practical workbook along with California Cosmetology Academy curriculum.
- Printer/scanner/copier for printing tests, quizzes, newsletters, and other relevant Academy knowledge to distribute.
- 8 Practical Tables- 8 bolsters, 8 stools, 6 wash pots, 8 steamers, 8 magnifying lamps, manual, electrical and chemical facial equipment.

### **Esthetics Equipment - containing all supplies used while enrolled in program:**

- 1 DermaWand High Freq. Tool
- 1 Battery Powered Skin Brush System
- 1 Cosmetic Ingredient Dictionary
- 1 Large Tote Bag
- 1 Fan Mask Brush
- 1 pair Exfoliating Gloves
- 36 Compressed Cellulose Sponges
- 2 Boxes of 100 Vinyl Gloves
- 1 Flexible Plastic Spatula Set
- 1 Sanitas Skin Nutrition Kit (w/Intro Kit, Papaya Pineapple Mask, Samples & Catalog)
- 1 Skincare Kit (w/ Travel Essent., Mask, Scrub, Training Manual & 25 Samples)
- 1 Standard Esthetics Fundamentals Text Package Including Workbook
- 1 Pair Professional Slanted Tweezers
- 2 Pair Professional Pointed Tweezers
- 1 Hard Plastic Spatula
- 1 Pair Aeropoint Scissors
- 1 Product Tray

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- 1 Two Ounce Spray Bottle.
- 1 Academy T-Shirt
- 1 Ultimate Face Makeup Kit w/Brush Set
- 1 Kiss Me Mascara Miniature
- 1 Bag of Makeup Sponges
- 1 Color Wheel
- 1 package Disposable Mascara Wands
- 1 Bottle Brush Wash
- 1 Loraines Academy Spa Rhinestone Logo Apron
- 1 Pair Strip Eyelashes
- 1 Set Individual Lashes
- 1 Eyelash Adhesive

## Rules and Regulations

*California Cosmetology Academy reserves the right to modify rules and regulations at any time.*

All Students must comply with the rule and regulations at California cosmetology academy as a condition of their enrollment, failure to comply with the Academy rules and regulations can lead to the following disciplinary actions depending on the severity of the misconduct: written warnings, probation, suspension and termination from the Academy.

### Leave of Absence

If a student may experience a medical or personal emergency which renders them unable to attend their classes a leave of absence may be granted only upon direct pre approval/emergency approval by the Academy Director. A leave of absence must be a request put in writing with correct documentation supporting the request for leave of absence attached. The written request must contain the first day of absence and return date. Students who are on approved emergency/personal/medical leave of absence will not be charged additional tuition.

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

### Access to in Student Files/ School Records

*California Cosmetology Academy complies with the FERPA (family education and privacy act).*

California Cosmetology Academy complies with the family educational rights and privacy act. This act protects the privacy of education and establishments that students and or parent guardians of a dependent minor's right to inspect and review their educational record, under the supervision of an instructor and or member of the administration. Students, or their parent Guardian if the student is a dependent minor, have access to their own files by contacting the Academy administration for an appointment with the registrar or academy Director. The Academy may require advance notice up to 48 hours and an appointment for review of these files. Students, or their parent Guardian if the student is a dependent minor, may not remove these records from the Academy campus.

## Student Record Retention Policy

Student records are maintained for a minimum of five (5) years for withdrawal students; transcripts of graduates are kept indefinitely. The student may contract the schools Registrar or Director for copies of their educational and financial records.

## Student Withdrawal and refund Policy

### **Non -Acceptance**

All applicants not accepted by California cosmetology Academy shall be entitled to a refund of all monies paid.

### **Students right to Cancel**

The student and in the case of a student under legal age his or her parent or Guardian has the right to cancel enrollment agreement and obtain a refund of charges paid until midnight of the fifth business day following the student's first actual day of classroom attendance. A business day means a day in which the student is scheduled to attend a class session. The Academy shall end any money paid by the student within 45 days after it received the notification of cancellation. Notice of cancellation may be given by mail, hand delivery, or fax. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, is effective if it states that the student no longer wishes to be bound by the agreement.

## Books and Supplies

The words 'Books and Supplies' in the Agreement indicates and includes textbooks, supplies, materials, tools, electrical appliances and devices, or other goods issues to Student under the agreement for the Students participation in her/his Program of study. The Student agrees that she/he must return to the Academy any unopened/unused Books and Supplies within 30 days following the date of the students notice of cancellation to the Academy in order to receive credit on the student account for returned Books and Supplies. If the Student fails to return the Books and Supplies within this 30-day period, the Academy may charge the same for the Books and Supplies and if applicable deducted from any refund due to the student. The Academy shall refund any amount exceeding the charges for the Books and Supplies within 45 days after the period within which the student is required to return the Books and Supplies. The student

agrees that any used or opened Books and Supplies, may not be returned for any credit under any circumstances whatsoever.

## Termination and Enrollment

The student's enrollment will return it by the Academy when:

- The student notifies the Academy of his/her withdrawal.
- The student fails an academic probation or violates the Academy's rules, policies and procedures.
- The student is absent for 14 consecutive calendar days. The 14th day then constitutes the day of withdrawal.
- The student fails to return from an approved leave of absence on the scheduled date of return. The scheduled date of return constitutes the formal date of withdrawal except in the event that the student notifies the institution that the student will not be returning, and which case that day shall be the formal date of withdrawal.

**Please note:** the time elapsed between the last day of physical attendance and termination date and any approved leaves of absences will not be included in the refund computation.

## Important Contact Information

### **California Cosmetology Academy**

#### **Ownership and Management**

The California Cosmetology Academy operates in Seaside California. The academy is owned and operated by Cali Cosmo DJH, Inc, dba

Office Location  
Seaside Campus  
1760 Fremont Blvd, Suite F2 Seaside, Ca 93955  
Telephone (831) 884 5050 Fax (831) 555 5555  
[www.calicosmo.org](http://www.calicosmo.org)

#### **Administration**

Academy Director and CEO - Hannah Mills

## Governing and Regulatory Agencies

### **Bureau for Private Postsecondary Education**

P. O. Box 980818  
W. Sacramento, CA 95798-0818  
Telephone (888) 370-7589, (916) 431-6959  
<http://www.bppe.ca.gov>

### **Board of Barbering and Cosmetology**

P. O. Box 944226  
Sacramento, CA 94244-2260  
Telephone 1-800-952-5210  
<http://www.barbercosmo.ca.gov>