

# 2020 CATALOG

DATE OF PUBLICATION: NOVEMBER 5, 2020

January 1, 2020 — December 31, 2020



This is to certify this catalog as being true and correct in content and policy.  
Director signature:

Deedee Crossett

**San Francisco Institute of Esthetics & Cosmetology**  
1067 Folsom Street, 2nd Floor  
San Francisco, CA 94103  
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ADMISSIONS@SFIEC.EDU  
sfiec.edu

**All prospective students receive a catalog prior to enrollment.**

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1067 Folsom Street, 2nd Floor, San Francisco, CA 94103 • (415) 355-1734

## APPROVAL/DISCLOSURE STATEMENT

San Francisco Institute of Esthetics & Cosmetology, 1067 Folsom Street, 2nd Floor, San Francisco, CA 94103, is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. The school is approved to operate until January 31, 2023. **For more information, contact the Bureau for Private Postsecondary Education (BPPE) at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, or by phone at (916) 431-6959 or toll-free at (888) 370-7589, or visit [www.bppe.ca.gov](http://www.bppe.ca.gov).**

<b>Cosmetology</b>	<b>1600 hours</b>
<b>Barbering</b>	<b>1500 hours</b>
<b>Esthetics</b>	<b>600 hours</b>
<b>Nail Technology</b>	<b>400 hours</b>

Instruction is in residence with facility occupancy level accommodating 240 students at any one time.

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

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's Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. This school is currently approved to participate in approved sponsored programs, government or otherwise, to provide grants and/or loans to pay for portions of tuition and fees.

The Board of Barbering and Cosmetology (BBC) sets minimum standards for these programs of study: cosmetology, barbering, esthetics and nail technology programs. The minimum number of class hours and the total clock hours for each course, as outlined in the program's Rules and Regulations booklet, must be met to qualify the student for licensure.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the BPPE:

1747 N. Market Blvd., Suite 225, Sacramento, CA 95834  
P.O. Box 980818, West Sacramento, CA 95798-0818  
Phone (916) 574-8900. Toll-free (888) 370-7589

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

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

All information in the content of this school catalog is current and correct and is so certified as true by Deedee Crossett, Dean.

Signature \_\_\_\_\_

Deedee Crossett, Dean

## **MISSION STATEMENT**

At San Francisco Institute of Esthetics & Cosmetology (SFIEC) our mission is to provide a quality educational system to prepare students to pass the state board examination and gain employment within their chosen field of study. We promote and recognize the principles of fairness, equity, inclusion, anti-racism, and social justice. Our culture is about celebrating diversity, bringing out the best in people and situations, changing lives, making a difference, giving back, healing the planet, and healing ourselves. We also provide a solid educational foundation to empower our team members in the pursuit of excellence. We strongly believe that when people come first, success will follow.

## **NONDISCRIMINATION POLICY**

San Francisco Institute of Esthetics & Cosmetology, in its admission, instruction, and graduation policies and practices, does not allow or tolerate harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information, or any other basis protected by the federal, state, or local law. The school does not condone discrimination of any kind, bullying, harassment, racism, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, hazed, or racially targeted in any way, he or she is required to report the matter to the school's director, Deedee Crossett, in person or by calling (415) 355-1734, or by mail at 1067 Folsom Street, 2nd Floor, San Francisco, CA 94103, immediately so appropriate action can be taken.

## **SCHOOL FACILITIES**

Our programs offer the challenge of a stimulating and rewarding career. San Francisco Institute of Esthetics & Cosmetology is fully equipped to meet all the demands of modern hair and skin care, while providing a high-tech atmosphere and attitude for progressive personal development. The 8,000 square-foot facility includes a student lounge and lockers, guest reception and work areas, management offices, private classrooms, workstations, and equipment. San Francisco Institute of Esthetics & Cosmetology has 4,000 square feet of clinic space with stations for guest services, a computer lab and reference library. Classrooms are equipped with audio visual equipment, and wireless internet access.

The school has a wheel chair accessible elevator and has six handicap bathroom stalls (two on each floor). Both service desk areas have a wheel chair accessible counter. Classroom and lunchroom furniture is moveable and handicap accessible on all three floors. Handicap drinking water is accessible on the 2nd floor. There is a small ramp into the wax room in the Esthetics clinic.

## **SCHOOL FACULTY**

Under the controlling direction of prestigious designers, you will receive a quality education in the exciting and changing industry of hair design and esthetics. Our instructors are licensed by the state and are successful professionals who continue to work in salons and spas as time permits.

## **ADMINISTRATION/OWNERSHIP**

Deedee Crossett, owner of San Francisco Institute of Esthetics & Cosmetology (SFIEC), a Paul Mitchell Partner School, is an independently owned and operated franchisee of Paul Mitchell Advanced Education, LLC.



## LANGUAGE DISCLOSURE

San Francisco Institute of Esthetics & Cosmetology (SFIEC) does not recruit ENGLISH AS A SECOND LANGUAGE. As “THE SCHOOL DOES NOT OFFER INSTRUCTION IN ENGLISH AS A SECOND LANGUAGE.” Students must have the ability to read and write English at a level of a graduate of an American high school as demonstrated by the possession of a standard high school diploma\*, high school transcripts\*\*, an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor’s degree or High School Equivalency diploma or official High School Equivalency diploma test scores. Each applicant must take an English and Math proficiency examination (Wonderlic) prior to the class start and pass with a 15 or higher.

If a student’s primary language is not English the student may bring an interpreter, when signing the enrollment contract to obtain a clear understanding of the terms and conditions of the enrollment contract in the student’s primary language.

## PROOF OF AGE AND ENGLISH PROFICIENCY

On the first day of instruction, students must be at least 18 years old and will be required to provide a state or government-issued identification with photo for age verification.

*Note:* if you are not at least 18 years old prior to the first day of instruction, an interview with the Dean or Director is required prior to admission.

You must also have English proficiency; at this time, all class instruction is in English. Where necessary, you will be referred to Brandon College, an approved English school for an industry-specific English class. San Francisco Institute of Esthetics & Cosmetology reserves the right to dismiss any student who is deemed insufficiently fluent in the English language.

## COURSE DESCRIPTIONS (All courses are taught in English)

### **Cosmetology: Standard Occupational Classification (SOC 39-5012.00): Classification of Instructional Program (CIP 12.0401)**

The curriculum involves 1,600 hours to satisfy California state requirements. The course includes extensive instruction and practical experience in hair cutting, color, texture, long hair, makeup, skin, nails, customer service, personal appearance and hygiene, personal motivation and development, retail (Take Home) skills, guest record-keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

Students are prepared to be entry-level cosmetologists.

### **Barbering: SOC 39.5011.00, CIP Code 12.0402:**

The curriculum involves 1,500 hours to satisfy California state requirements. The course includes extensive instruction and practical experience in hair cutting, color, texture, men’s grooming, customer service, personal appearance and hygiene, personal motivation and development, retail (Take Home) skills, guest record-keeping, and business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

Students are prepared to be entry-level barbers.

### **Esthetics: SOC 39-5094.00, CIP Code 12.0409:**

The curriculum involves 600 hours to satisfy California state requirements. The course includes extensive instruction and practical experience in skin, facials, hair removal, makeup application, customer service, personal appearance and hygiene, personal motivation and development, retail (Take Home) skills, guest record-keeping, business ethics, state laws and regulations, spa-type administration, and job interviewing.

Students are prepared to be entry-level estheticians.

**Nail Technology: SOC 39-5094.00, CIP Code 12.0403:**

The curriculum involves 400 hours to satisfy California state requirements. The course includes instruction and practical experience in manicures, pedicures, massage, customer service, personal appearance & hygiene, personal motivation and development, retail skills, client record keeping, business ethics, state laws and regulations, salon-type administration, and job interviewing.

Students are prepared to be entry-level nail technologists.

At this time the school does not have any plans to improve or change its educational programs.

The school does not have any written agreements with any other entity to offer in whole or part any of its educational programs.

**ARTICULATION AGREEMENT**

San Francisco Institute of Esthetics & Cosmetology does not have an articulation agreement with any other schools or entities. The entire educational program is being provided by San Francisco Institute of Esthetics & Cosmetology and its educational team.

**TEACH-OUT AGREEMENT**

San Francisco Institute of Esthetics & Cosmetology is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and is not required by NACCAS to have a teach-out agreement in place. Schools are only required to have a teach-out agreement in place under certain circumstances where the school may no longer be considered a viable entity, which does not apply to this school.

**ADVERSE ACTIONS**

The U.S. Department of Education requires all Title IV eligible schools to publish any enforcement actions or prosecutions brought against it by a state or federal law enforcement agency in any matter where a final judgment against the institution, if rendered, would result in an adverse action by the school's accrediting agency, revocation by the state authorization or licensing agency, or limit, suspend, or terminate a school's eligibility to participate in Title IV programs of the Higher Education Act. San Francisco Institute of Esthetics & Cosmetology does not have any legal actions against it by a state or federal law enforcement agency.



## ADMISSIONS REQUIREMENTS

San Francisco Institute of Esthetics & Cosmetology admits as regular students those who are high school graduates or holders of high school graduation equivalency certificates. San Francisco Institute of Esthetics & Cosmetology does not accept ability to benefit (ATB) students at this time.

## ADMISSIONS PROCEDURE

- 1 **Complete an Application Form:** Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from San Francisco Institute of Esthetics & Cosmetology, [admissions@sfiec.edu](mailto:admissions@sfiec.edu) or text (415) 230-7416.
- 2 **Entrance Exam:** The applicant must take an English and Math proficiency examination prior to the class start and pass with a minimum score of 15 or higher. to demonstrate they are proficient in the English language. During times of national emergency, pandemics and/or Government stay at home orders, the entrance exam will be waived. In lieu of the entrance exam, possession of an accredited U.S high school diploma, high school transcript, or high school equivalency demonstrates high school level English proficiency.
- 3 **Personal Interview and Tour:** Applicants must complete a personal interview with the admissions team prior to enrollment. The applicant will also tour San Francisco Institute of Esthetics & Cosmetology.
- 4 **Provide Verification Documents:**
  - Copies of the applicant's high school diploma, high school transcripts demonstrating high school completion\*\*, an academic transcript showing successful completion of a two year program that is acceptable for full credit towards a bachelor's degree or high school equivalency; and
  - Passport, government-issued identification or driver's license

If SFIEC determines that an applicant's diploma or high school equivalency certificate is not valid, the applicant will be denied admission to the school.
- 5 **Dual License:** Students that have their California cosmetology license or have completed the 1600 hours in cosmetology and would like to enroll in the barbering program must submit a copy of their official transcript from cosmetology.

**Foreign Diplomas or Transcripts:** The school will accept a foreign diploma or transcript; however, the diploma or transcript **must** be equivalent to a U.S. high school diploma and must be translated into English by a certified translator. ***It is the student's responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process.*** Because the cost of evaluating a foreign diploma or transcript must be incurred as a charge of admissions prior to enrollment in an eligible program, the fee cannot be included in the cost of attendance (COA). Guidance on who to contact to secure an official translation and evaluation can be obtained from the school Financial Aid Leader at [finaid@sfiec.edu](mailto:finaid@sfiec.edu) or text (415) 230-7418.

San Francisco Institute of Esthetics & Cosmetology enrolls students from other countries. This school has authorization under Federal Law to enroll non immigrant alien students. For additional information on receiving 1-20 and obtaining an M-1 visa please contact the financial aid office at [finaid@sfiec.edu](mailto:finaid@sfiec.edu) or (415) 230-7418 via phone or text.

San Francisco Institute of Esthetics & Cosmetology does not recruit students who are already enrolled in a similar program at another institution.

If you have a disability and need an academic adjustment, notify the Admissions Leader as soon as possible, so the school can review your request. If you are interested in attending and you do not have a high school diploma or high school equivalency certificate, contact our admissions office for a list of high school equivalency programs located near the school. San Francisco Institute of Esthetics & Cosmetology does not require a student to have immunizations/vaccinations to enroll in our school.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution. *Please refer to the school transfer policy for additional information.*

### **Verification Documents for U.S. Noncitizens:**

San Francisco Institute of Esthetics & Cosmetology enrolls students from other countries. This school has authorization under Federal Law to enroll non immigrant alien students. For additional information please contact the Financial Aid office at [finaid@sfiec.edu](mailto:finaid@sfiec.edu) or (415) 230-7418 via phone or text.

San Francisco Institute of Esthetics & Cosmetology does not vouch for students' status. Noncitizen applicants must provide an I-20 form and a copy of their visa, in addition to the above admissions documents. Noncitizen applicants cannot qualify for any type of financial aid. They must attend the full-time schedule and can only attend the program for 12 months. There are no additional charges for noncitizens.

## **ARBITRATION AND CLASS ACTION WAIVER DISCLOSURE**

Arbitration and Class Action Waiver Disclosure: San Francisco Institute of Esthetics & Cosmetology (the "School") requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by the School prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to Deedee Crossett, in person or by calling (415) 355-1734, or by mail at 1067 Folsom Street, 2nd Floor, San Francisco, CA 94103, immediately so appropriate action can be taken.

The definition of a class action means a lawsuit or an arbitration proceeding in which one or more parties seeks class treatment. Class action waiver means any agreement or part of an agreement, regardless of its form or structure, between a school, or a party acting on behalf of a school, and a student that relates to the making of a Direct Loan or the provision of educational services for which the student received title IV funding and prevents an individual from filing or participating in a class action that pertains to those services.

The definition of a pre-dispute arbitration agreement means any agreement or part of an agreement, regardless of its form or structure, between a school, or a party acting on behalf of a school, and a student requiring arbitration of any future dispute between the parties relating to the making of a Direct Loan or provision of educational services for which the student received title IV funding.

San Francisco Institute of Esthetics & Cosmetology Financial Aid Leader will meet with each student during the signing of the enrollment contract and will be available during the student's completion of Entrance Counseling for Title IV Student Loans to help answer any questions a student may have.

## TRANSFER STUDENTS

San Francisco Institute of Esthetics & Cosmetology will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material.

San Francisco Institute of Esthetics & Cosmetology will accept transfer hours from an approved California or nationally accredited school for transfer into the Cosmetology, Esthetics, Barbering and Nail Technology courses.

Applicants will need to provide your Proof of Training records to San Francisco Institute of Esthetics & Cosmetology for evaluation before enrollment at San Francisco Institute of Esthetics & Cosmetology.

Transfers from another Paul Mitchell School will also require a reference from their previous school. The reference can come via phone, email, or postal mail.

The cost for cosmetology transfer students is \$13.91 per hour; for barbering and nail technology students, the cost is \$11.50 per hour; for esthetics students, the cost is \$15.97 per hour attended at San Francisco Institute of Esthetics & Cosmetology. This does not include the cost of a complete and current San Francisco Institute of Esthetics & Cosmetology student kit.

*\*Students that have their California cosmetology license or have completed the 1600 hours in cosmetology and would like to enroll in the barbering program a minimum of 1300 hours will be accepted and students will need to complete a minimum of 200 hours in barbering and the cost will be \$11.50 per hour. The school only accepts completers from SFIEC.*

Transferred clock hours accepted into the program are counted towards the completion and maximum time frame. The Board of Barbering and Cosmetology (BBC) must approve out-of-state hours before issuing a test date for the state board licensing examination. Per BBC regulations, credit is not awarded for prior experiential learning. San Francisco Institute of Esthetics & Cosmetology does not recruit students from schools offering similar or the same programs.

Please note that students transferring to another school may not be able to transfer all hours they earned at San Francisco Institute of Esthetics & Cosmetology; the number of transferable hours depends on the policy of the receiving school.

## TRANSFER OF CREDIT POLICY

### Cosmetology

For individuals who wish to transfer into the Cosmetology program, San Francisco Institute of Esthetics & Cosmetology will accept a maximum of 75% of the hours earned from another Paul Mitchell school, not to exceed 800 hours. San Francisco Institute of Esthetics & Cosmetology will accept a maximum of 50% of hours earned from non-Paul Mitchell schools, not to exceed 250 hours.

To determine how many transfer hours the school accepts is based on passing a practical and written test and what is allowed by state board.

1. Pass a practical test with a minimum of 80% on the following criteria:
  - Demonstrate State Board Sanitation and Disinfection
  - Finger Wave with 6 pin-curls
  - Color and Lightener Applications (Must perform four)
  - Permanent Wave (10 rods)
  - Chemical relaxer applications (virgin, re-touch)
  - Marcel iron work demonstrating the three base curl placements.
  - Haircut, style and finish of your choice (to complete on a doll head or model)
2. Pass a written exam with a minimum of 80% passing

## **Barbering**

For individuals who wish to transfer into the Barbering program, San Francisco Institute of Esthetics & Cosmetology will accept a maximum of 75% of the hours earned from another Paul Mitchell school, not to exceed 800 hours. San Francisco Institute of Esthetics & Cosmetology will accept a maximum of 50% of hours earned from non-Paul Mitchell schools, not to exceed 250 hours.

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1. Pass a practical test with a minimum of 80% on the following criteria:
  - Demonstrate State Board Sanitation and Disinfection
  - Finger Wave with 6 pin-curls
  - Color and Lightener Applications (Must perform four)
  - Permanent Wave (10 rods)
  - Chemical relaxer applications (virgin, re-touch)
  - Marcel iron work demonstrating the three base curl placements.
  - Haircut, style and finish of your choice (to complete on a doll head or model)
2. Pass a written exam with a minimum of 80% passing

## **Esthetics**

For individuals who wish to transfer into the Esthetics program, San Francisco Institute of Esthetics & Cosmetology accept a maximum of 75% of the hours earned from another Paul Mitchell school, not to exceed 300 hours. San Francisco Institute of Esthetics & Cosmetology will accept a maximum of 50% of hours earned from non-Paul Mitchell schools, not to exceed 100 hours.

1. Pass a practical test with a minimum of 80% based on the following criteria
  - Demonstrate State Board Sanitation and Disinfection
  - Basic Facial to include: Consultation, Cleanse, Skin Analysis, Exfoliation, Extractions, Mask, Moisturize and Protect
  - Wax: Brow Wax (hard wax or soft wax)
2. Pass a written exam with a minimum of 80% grade.

## **Nail Technology**

For individuals who wish to transfer into the Nail Technology program, San Francisco Institute of Esthetics & Cosmetology will accept a maximum of 75% of the hours earned from another Paul Mitchell school, not to exceed 200 hours. San Francisco Institute of Esthetics & Cosmetology will accept a maximum of 50% of hours earned from non-Paul Mitchell schools, not to exceed 60 hours.

1. Pass a practical test with a minimum of 80% based on the following criteria
  - Demonstrate State Board Sanitation and Disinfection
  - Basic Manicure
  - Basic Pedicure
  - Acrylic Nail: Full Set
2. Pass a written exam with a minimum of 80% grade.

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

The transferability of credits you earn at San Francisco Institute of Esthetics & Cosmetology is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in cosmetology, barbering, esthetics and/or nail technology is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending San Francisco Institute of Esthetics & Cosmetology to determine if your certificate will transfer.

San Francisco Institute of Esthetics & Cosmetology is a clock hour school, which means that in order to receive credit for each hour earned you must be in attendance engaged in an educational activity. If you decide to transfer to another cosmetology school, the likelihood is that some or most of your hours will be transferrable based on the transfer school's published policy. However, if you transfer to a credit hour school, such as a community college, or traditional college or university, for a degree granting program, the likelihood is that most, if not all hours earned will not be transferrable because of the subject matter taught and the type of degree granting program you are enrolling in. San Francisco Institute of Esthetics & Cosmetology does not give clock hour credit for service in the armed forces, paid or unpaid employment, or other demonstrated competency or learning because of the nature of the program offered and state regulatory requirements.

## **NOTICE OF TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED FROM ANOTHER INSTITUTION**

The transferability of credits or certificate you earn at another institution, is at the sole discretion of San Francisco Institute of Esthetics & Cosmetology. You may be required to repeat some or all of your coursework, if San Francisco Institute of Esthetics & Cosmetology does not accept some or all of your credits. This determination will be based on an evaluation of the student's comprehension of the course material. The school does not allow a student to appeal the number of hours accepted when transferring from another location. After the student completes the evaluation, the student will meet with the Education Leader to determine the number of hours accepted and where the student will be placed in the program. At this time, it will also be determined if previous completed coursework needs to be repeated. For this reason, you should speak to San Francisco Institute of Esthetics & Cosmetology's admissions leader to determine if your credits or certificate will transfer. Transfer students are responsible to pay the hourly fee based on the number of hours needed to complete the program of study, which is noted under the Transfer Student section of this catalog. Transfer students are responsible to pay the \$75.00 registration fee as part of the Admissions Procedure. The transfers student's technical kit will be evaluated, and if necessary, the student will be responsible to purchase the technical and digital kit, as well as the textbooks and any sales tax involved.

## RE-ENTRY STUDENTS

Readmission is reserved to the sole discretion of San Francisco Institute of Esthetics & Cosmetology and may require special conditions.

- ① Outstanding tuition, fee, and overtime expenses must be paid in advance, or the student must make satisfactory arrangements with the Financial Aid Leader.
- ② Previous tuition payments will be credited to the student's balance.
- ③ Because tuition fees and costs are subject to change, re-entering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.
- ④ Students who are Student Tuition Recovery Fund (STRF) eligible (refer to page 15 for eligibility guidelines) will be assessed a prorated STRF fee.
- ⑤ Personal interview with either the Education Leader or Director to determine conditions of re-entry.
- ⑥ Student's will be monitored for 30-days, during which time must strictly abide by all school policies, rules and regulations and cannot receive Title IV Funds until Satisfactory Academic Progress are met.
- ⑦ Re-entry fee of \$100.00 will be assessed. \* This fee may be waived for emergency or medical reasons.

The school does not deny readmission to any service member of the uniformed services for reasons relating to that service.

Readmission for a student requires a personal interview with school administration. The re-entering student may be placed on a 30-day evaluation. During the 30-day evaluation period, the student must demonstrate for that period that he or she can meet the school's minimum attendance and academic requirements for satisfactory academic progress. The student may be evaluated for satisfactory academic progress at the next scheduled evaluation period to determine his or her new status. Students who fail to meet the minimum attendance and academic requirements for that 30-day evaluation period may be terminated. Students who reenter the program are placed in the same satisfactory academic progress standing as when they left. If a re-enrolling student has previously used all of his or her excused absences provided under the original contract, the student will not receive any additional time for excused absences under the new re-enrollment contract.

## ACCEPTANCE

After a prospective student has completed the enrollment process, the enrollment team reviews each applicant and his or her required admissions materials, including the personal interview, to determine acceptance. Upon the decision of the enrollment team, the applicant receives verbal notification of acceptance.

**Note:** All applicants must undergo the entire enrollment process (detailed in the enrollment application), which includes re-entry students (withdrawals) and transfer students.

## STATE LICENSING DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Board of Barbering and Cosmetology to deny licensure. The Board of Barbering and Cosmetology denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. San Francisco Institute of Esthetics & Cosmetology is not responsible for students denied licensure.



## DISCLOSURE FOR PROGRAMS LEADING TO LICENSURE

The following programs offered at San Francisco Institute of Esthetics & Cosmetology lead to licensure in the state of California: Cosmetology, Barbering, Esthetics, and Nail Technology. We have compiled a list of all states that require licensure for the program you are interested in enrolling. We have identified whether the institution's program curriculum meets, does not meet, or a determination has not been made yet, for other state's individual state educational requirements for professional licensure. This information can be located on the school's paulmitchell.edu website, as well as you will receive a copy in the school's admissions packet, prior to touring the school.

Please note that the school you are planning on attending has only had their curriculum evaluated by the state that you are attending school in, which meets the state's requirements for licensure and practice. In determining whether your program of study is acceptable in another state, each state board reviews the number of clock hours you attended in your home state, the subject areas and practical experiences you completed, as a part of the process of determining what, if any, additional requirements you may have to meet in order to be licensed in their state. We encourage all graduates who are considering becoming licensed in another state to first take the licensure exam in their home state, which will make it easier to transfer into another state. If you are not licensed by your home state, the state you are considering getting licensed in may require you to take additional training to meet their state minimum hour requirements and/or take their state licensure exam. State boards do not evaluate the curriculum of schools located in other states, but do, in most cases, recognize training from other states in order to transfer their license.

If, at any time, the program you are enrolled in, ceases to meet the educational requirements for licensure in the state where the student is located, the school will provide written notice directly to the student in writing within 14 calendar days of making that determination.

## VETERANS OR ELIGIBLE PERSONS

San Francisco Institute of Esthetics & Cosmetology is approved by the California State Approving Agency for Veterans Affairs and participates in several Veterans' Educational Benefit programs for the Cosmetology and Esthetics programs. Students interested in Veterans' Educational Benefits should contact the Financial Aid Office. Veterans who are unsure of their eligibility or have additional eligibility questions should contact the Veterans Administration at 1 (888) 442- 4551 or go to [www.gibill.va.gov/](http://www.gibill.va.gov/). Eligible students must maintain satisfactory academic programs and all applicable eligibility requirements to continue to receive Veteran's Educational Benefit. All Veterans will sign to confirm receipt of a copy of this document in the Enrollment Agreement.

San Francisco Institute of Esthetics & Cosmetology meets Department of Defense (DoD) eligibility requirements for participating in the Spouse Education & Career Opportunities (SECO) program. The Military Spouse Career Advancement Accounts (MyCAA) program provides up to \$4,000 (over 2 years) of Financial Assistance for military spouses of active duty service members who are pursuing degree programs, licenses or credentials leading to employment in portable career fields.

For more information regarding the MyCAA tuition assistance program go to: [www.military.com/education/money-for-school/military-spouse-career-advancement-accounts-financial-aid.html](http://www.military.com/education/money-for-school/military-spouse-career-advancement-accounts-financial-aid.html) Please contact our Financial Aid Leader regarding this program at San Francisco Institute of Esthetics & Cosmetology. San Francisco Institute of Esthetics & Cosmetology is committed to the Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and other Family Members (Executive Order 13607). For more information go to [www.gpo.gov/fdsys/pkg/FR-2012-05-02/pdf/2012-10715.pdf](http://www.gpo.gov/fdsys/pkg/FR-2012-05-02/pdf/2012-10715.pdf).

## CALIFORNIA STATE BOARD PRE-APPLICATION REQUIREMENTS

Pre-applications for the State of California licensing examinations require the school's approval. Students may pre-apply when they reach 1,200 hours for cosmetology, 1,100 hours for barbering, 450 hours for esthetics and 280 hours for nail technology. Students must meet the following requirements to submit a pre-application:

- 1 Theory exams current.
- 2 Attendance 80% or greater.
- 3 Tuition must be current in all payments owed.

If the above requirements are not met by the time the student reaches 1,200 hours for cosmetology; 1,100 hours for barbering; 450 hours for esthetics; or 280 for nail technology students; the student may lose the opportunity to pre-apply for the California state board exam and will have to apply after graduation. San Francisco Institute of Esthetics & Cosmetology reserves the right to process the pre-application for students.

## BOARD OF BARBERING AND COSMETOLOGY LICENSING REQUIREMENTS

To receive a license in the state of California, for the Board of Barbering and Cosmetology, a student must:

- 1 Complete required course hours in a school approved by the California State Board of Barbering and Cosmetology.
- 2 Submit an application and required fee.
- 3 Have at least a 10th grade education or its equivalent, and be at least 17 years of age.
- 4 Receive a passing score on both the practical demonstration and written exam.

## ENROLLMENT INFORMATION

- 1 **Enrollment periods:** San Francisco Institute of Esthetics & Cosmetology usually begins esthetics, cosmetology and barbering classes approximately every eight (8) weeks, depending upon space availability. Please refer to the school's website: [sfiec.edu](http://sfiec.edu) or contact San Francisco Institute of Esthetics & Cosmetology for exact starting dates.
- 2 **Holidays and school closures:** San Francisco Institute of Esthetics & Cosmetology allows the following holidays off: Thanksgiving Break (November 26-30, 2020), and Winter Break (December 24, 2020 - January 4, 2021).
- 3 **Enrollment contract:** San Francisco Institute of Esthetics & Cosmetology clearly outlines the obligation of both the school and the student in the enrollment contract. A copy of the enrollment contract and information on costs and payment plans will be furnished to the student before the beginning of class attendance.
- 4 **Payment schedule:** San Francisco Institute of Esthetics & Cosmetology offers a variety of monthly financial payment schedules. See Financial Aid Leader for details.

## EDUCATION GOALS

San Francisco Institute of Esthetics & Cosmetology strives to provide a quality educational system that prepares students to pass the state board examination and gain employment within their chosen field of study. Our quality education system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise. Our education goals are:

- 1 To educate students to be professional, knowledgeable, and skilled in their field for marketability within the industry.
- 2 To maintain a constantly updated program that provides students with the knowledge to compete in their field of study.
- 3 To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
- 4 To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
- 5 To prepare students to successfully pass the state licensing exam for entry-level employment.
- 6 To train and graduate students while empowering them to become confident and excited to enter a successful career within the salon and beauty industry.

## STUDENT TUITION RECOVERY FUND (STRF)

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

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

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

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

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

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

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

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

## COST OF TUITION AND SUPPLIES

Because of inflationary cycles, and because San Francisco Institute of Esthetics & Cosmetology must occasionally change equipment to remain current, San Francisco Institute of Esthetics & Cosmetology reserves the right for the following tuition information to be subject to change. The following fees are due at the time of the Enrollment Agreement contract signing and are required to secure a spot in class:

- ① \$75.00 Registration Fee (non-refundable)
- ② Student Tuition Recovery Fund (STRF) Fee (non-refundable) — \$0 for Cosmetology students; \$0 for Barbering students; \$0 for Esthetics students; \$0 for Nail Technology students
- ③ \$1,000.00 deposit (unless alternative financing has been secured with the Financial Aid Leader)

### TUITION — Cosmetology

Tuition	\$22,256.00
Registration Fee ( <i>nonrefundable</i> )	75.00
Student Tuition Recovery Fund (STRF) ( <i>nonrefundable</i> )	0.00
Student Kit fee ( <i>nonrefundable</i> )	<u>4,744.00</u>
<b>TOTAL COSTS</b>	<b>\$27,075.00</b>

### TUITION — Barbering

Tuition	\$17,250.00
Registration Fee ( <i>nonrefundable</i> )	75.00
Student Tuition Recovery Fund (STRF) ( <i>nonrefundable</i> )	0.00
Student Kit fee ( <i>nonrefundable</i> )	<u>4,000.00</u>
<b>TOTAL COSTS</b>	<b>\$21,325.00</b>

### TUITION — Esthetics

Tuition	\$9,582.00
Registration Fee ( <i>nonrefundable</i> )	75.00
Student Tuition Recovery Fund (STRF) ( <i>nonrefundable</i> )	0.00
Student Kit fee ( <i>nonrefundable</i> )	<u>3,543.00</u>
<b>TOTAL COSTS</b>	<b>\$13,200.00</b>

### TUITION — Nail Technology

Tuition	\$4,600.00
Registration Fee ( <i>nonrefundable</i> )	75.00
Student Tuition Recovery Fund (STRF) ( <i>nonrefundable</i> )	0.00
Student Kit fee ( <i>nonrefundable</i> )	<u>1,400.00</u>
<b>TOTAL COSTS</b>	<b>\$6,075.00</b>

**Note:** The total charges for a period of attendance are equivalent to the cost of the entire program, due to the length of the program.

***The school complies with the California Private Postsecondary Education Act of 2009, 94899.5 (b) and does not require more than one term or four months of tuition in advance, until 50 percent of the program has been offered and the school is due full payment.***

Financial Aid is not available for the Nail Technology course.

Please contact San Francisco Institute of Esthetics & Cosmetology Financial Aid Leader for payment options. San Francisco Institute of Esthetics & Cosmetology accepts cash, debit card, and personal check payments. Financial aid recipients understand that monies received on their behalf are applied first to tuition costs. Any remaining funds available for the student will be paid to the student only after the course costs have been paid in full. *Financial aid is available to those who qualify.*

## TUITION PAYMENT OPTIONS

San Francisco Institute of Esthetics & Cosmetology offers a variety of monthly financial payment schedules. Currently there are several ways to finance your San Francisco Institute of Esthetics & Cosmetology education including, but not limited to, the following:

- 1 Personal payment (cash, debit card\*\*, credit card\*\*, check, money order, electronic bank transfer)
- 2 Private loan from a financial institution you secure
- 3 Federal Financial Aid Title IV Funds ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) San Francisco Institute of Esthetics & Cosmetology school code: 041413-00
- 4 Monthly tuition payments (see Financial Aid Leader for more details)
- 5 Veterans or eligible persons payments (see "Veterans or Eligible Persons")
- 6 Working with National and State Retraining programs

\*\*If any payments are made by debit or credit card 3% convenience/merchant fee will apply. For more details, email or text the Financial Aid Leader at [finaid@sfiec.edu](mailto:finaid@sfiec.edu) or (415) 230-7418. Online payment can be made via paypal.

*\*Disbursements are based on pay periods. San Francisco Institute of Esthetics & Cosmetology defines its academic year as 900 hours. The 1600-hour program reflects 1 academic year of 900 clock hours and a crossover academic year of 700 clock hours. Based on this scenario, the first academic year of 900 clock hours is disbursed as follows: (0–450) – (451–900) hours. The crossover of 700 hours is paid as follows: (901–1250) – (1251–1600) report.*

## SCHOLARSHIPS

San Francisco Institute of Esthetics & Cosmetology offers scholarships. Check with the admissions office for currently available scholarships.

## NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

## CONSTITUTION DAY

San Francisco Institute of Esthetics & Cosmetology celebrates Constitution Day on or near September 17 of each year. For more information visit [www.constitutionday.com](http://www.constitutionday.com)

## VOTER REGISTRATION

Students are encouraged to register to vote in state and federal elections. Voter registration and election date information for the state of California can be found at <http://www.sos.ca.gov>.

For information on voter registration and election dates for federal elections, visit [www.eac.gov/voter\\_resources](http://www.eac.gov/voter_resources).



## STUDENTS WHO WITHDRAW

Students who withdraw from San Francisco Institute of Esthetics & Cosmetology are required to empty their locker and gather all personal items. Any items left behind by the student will be stored for 30 days, at which time the items become the property of San Francisco Institute of Esthetics & Cosmetology.

Students wishing to transfer to another institution must pay all monies owed to San Francisco Institute of Esthetics & Cosmetology, and all applicable academic requirements must be met in order for the student transcripts to be released.

## 2020 CLASS START DATES

<b>Cosmetology</b>	
<b>FULL-TIME DAY:</b>	January 28, August 4
<b>PART-TIME DAY (4-DAY):</b>	April 21, October 27
<b>PART-TIME EVENING:</b>	February 4, September 15

<b>Barbering</b>	
<b>FULL-TIME DAY:</b>	January 28, August 4
<b>PART-TIME DAY (4-DAY):</b>	April 21, October 27
<b>PART-TIME EVENING:</b>	February 4, September 15

<b>Esthetics</b>	
<b>FULL-TIME DAY:</b>	January 28, August 4
<b>PART-TIME DAY (4-DAY):</b>	April 21, June 9, October 27
<b>PART-TIME EVENING:</b>	February 4, September 15

<b>Nail Technology</b>	
<b>PART-TIME EVENING:</b>	Program is not currently offered

*Classes will be held at San Francisco Institute of Esthetics & Cosmetology located at 1067 Folsom Street, 2nd Floor, San Francisco, CA 94103.*

## COSMETOLOGY COURSE OVERVIEW

### Course Hours: 1,600 clock hours

The course is divided into pre-clinical classroom instruction and clinical service learning experiences.

- ➊ **Pre-clinical Classroom Instruction:** The first 300 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
- ➋ **Clinic Classroom Learning Experience:** The remaining 1,300 hours are spent in the clinic floor area where practical experience is gained.

The 1600 hour Cosmetology course at San Francisco Institute of Esthetics & Cosmetology is designed to train the student in basic cosmetology skills, impeccable health and safety judgments, proper sanitation habits, business skill, communication skills, and professionalism necessary to obtain a California license and secure a job in Cosmetology or a related field. For specific subjects that are included in the Cosmetology program, refer to the Course Requirements below.

## COSMETOLOGY COURSE OUTLINE

For all San Francisco Institute of Esthetics & Cosmetology curriculums, the following terminology applies:

- ➊ **Technical instruction** denotes instruction by demonstration, lecture, classroom participation, or examination.
- ➋ **Practical operation** denotes the actual performance by a student of a complete service on another person or on a mannequin.
- ➌ **Core Curriculum:** A 300-hour orientation, known as the Core program, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Core curriculum prior to attending regularly scheduled daily classes in cutting, color, permanent waving, and chemical texture services.
- ➍ **Clinic Classroom Learning Experience:** Your clinic floor time from 300 to 1,600 hours will be guided with individual attention and group learning experiences using workshops, worksheets, and periodic exams developed specifically for monitoring progress. This is when you begin working on paying service guests in the clinic classroom.
- ➎ **Classroom Learning Experience:** Your classroom time from 300 to 1,600 hours is divided into five (5) areas: cutting, color, texture, makeup, skin and nails. Each area has a Skill Specialist in the field who conducts the different specialty classes once a week; these may include guest artists, retail (Take Home), motivation, self-improvement, nail artistry, makeup, etc.
- ➏ **Adaptive Curriculum:** From 300 to 900 hours, you will enter a new phase of specialty classroom workshops coupled with challenging practical services designed to continue building your skills as an industry professional.
- ➐ **Creative Curriculum:** You will spend your last 700 hours in San Francisco Institute of Esthetics & Cosmetology in "high gear" by dressing, acting, and working like an industry professional. You will use your own artistic and creative abilities, coupled with the assistance of the Learning Leaders, to prepare yourself for your future industry career.

## Educational Objectives

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

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

<b>Cosmetology Schedule Options</b>	<b>Days</b>	<b>Times</b>
Full-time Schedule 35 hours/week for a total of 46 weeks	Tuesday through Friday Saturday	8:30 a.m. to 4:30 p.m. 9:00 a.m. to 5:00 p.m.
Full-time 4-Day Schedule 31 hours/week for a total of 52 weeks	Tuesday, Wednesday, Thursday Saturday	12:30 p.m. to 9:30 p.m. 9:00 a.m. to 5:00 p.m.
Part-time Evening Schedule 23 hours/ week for 70 weeks	Tuesday through Friday Saturday	5:30 p.m. to 9:30 p.m. 9:00 a.m. to 5:00 p.m.
Part-time 4-Day Schedule 28 hours/week	Tuesday through Friday	8:30 a.m. to 4:30 p.m.
<b>Note:</b> Full-time students are expected to maintain 35 hours/week; Full-time 4-Day students are expected to maintain 31 hours/week; Part-time Evening students are expected to maintain 23 hours/week.		

## Class Size

Limit 18 students per class.

## Cosmetology

The instructional program of San Francisco Institute of Esthetics & Cosmetology meets or exceeds California State Board requirements:

Subject	Theory Hours	Practical Application
Milady Theory*	160	0
<b>Technical Instruction and Practical Training Hair Dressing (1100 hours)</b>		
Hairstyling	65	240
Permanent Waving and Chemical Straightening	40	105
Hair Coloring and Bleaching	60	50
Hair Cutting to include razor, clipper, trimmers, and thinning shears	20	80
Five Minute Stress Relief Treatment	0	50
<b>Technical Instruction and Practical Training in Health and Safety (200 hours)</b>		
Laws and Regulations	20	0
Health and Safety Considerations	45	0
Disinfection and Sanitation	20	15
Anatomy and Physiology	15	0
Professional Development	30	0
<b>Technical Instruction and Practical Training in Esthetics (200 hours)</b>		
Manual, Electrical, and Chemical Facials	25	40
Eyebrow Beautification and Makeup	25	30
<b>Technical Instruction and Practical Training in Manicuring and Pedicuring (100 hours)</b>		
Manicuring and Pedicuring	10	25
Artificial Nails and Wraps	25	120 Nails

### Recommendations

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

### Goal

The goal of the Cosmetology curriculum is to prepare each student to become a licensed professional. Upon completion of the program, including exams, payments and the entire graduation checklist, graduates receive a Certificate of Completion.

### Syllabus

The curriculum for students enrolled in a Cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of Cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

### **Teaching Aids and Learning Methods**

All of San Francisco Institute of Esthetics & Cosmetology's programs will be taught in a sequential format that starts with basic skills and evolves into more advanced concepts as the program advances. The programs incorporate the basic skills needed for state board preparation, graduation and a job. Each student will be exposed to services and implements that reflect the current industry standards. Instruction will be a fun, interactive environment where students are able to explore their creative side as well as learn traditional techniques. Information will be delivered via discussion, question and answer, cooperative learning, problem solving, interactive lecture, and clinic activities. Additional learning methods will include, but are not limited to, guest speakers, power point presentations, field trips, projects and homework.

### **Grading Procedure**

Students are evaluated in practical (hands on) procedures as well as academic theory knowledge. Academic or theory learning is evaluated at the end of each topic or unit of study through written exam. Practical skills are assessed through the use of skill checks where a Learning Leader observes and evaluates the retention, accuracy, and level of skill using a standardized evaluation form. After the skill check, the student will be coached on their performance and any areas of improvement needed. If performance does not meet satisfactory academic requirements, it must be repeated until a passing grade is obtained.

## BARBERING COURSE OVERVIEW

### Course Hours: 1,500 clock hours

The course is divided into pre-clinical classroom instruction and clinical service learning experiences.

- 1 **Pre-clinical Classroom Instruction:** The first 300 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
- 2 **Clinic Classroom Learning Experience:** The remaining 1,200 hours are spent in the clinic floor area where practical experience is gained.

The 1500 hour Barbering course at San Francisco Institute of Esthetics & Cosmetology is designed to train the student in basic barbering skills, impeccable health and safety judgments, proper sanitation habits, business skill, communication skills, and professionalism necessary to obtain a California license and secure a job in Barbering or a related field. For specific subjects that are included in the Barbering program, refer to the Course Requirements below.

## BARBERING COURSE OUTLINE

- 1 **Technical instruction** denotes instruction by demonstration, lecture, classroom participation, or examination.
- 2 **Practical operation** denotes the actual performance by a student of a complete service on another person or on a mannequin.
- 3 **Core Curriculum:** A 300-hour orientation, known as the Core program, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Core curriculum prior to attending regularly scheduled daily classes in cutting, color, permanent waving, and chemical texture services.
- 4 **Clinic Floor Learning Experience:** Your clinic floor time from 300 to 1,500 hours will be guided with individual attention and group learning experiences using workshops, worksheets, and periodic exams developed specifically for monitoring progress. This is when you begin working on paying service guests in the clinic classroom.
- 5 **Classroom Learning Experience:** Your classroom time from 300 to 1,500 hours is divided into four (4) areas: cutting, color, texture, skin and men's grooming. Each area has a Skill Specialist in the field who conducts the different specialty classes once a week; these may include guest artists, retail (Take Home), motivation, self-improvement.
- 6 **Adaptive Curriculum:** From 300 to 600 hours, you will enter a new phase of specialty classroom workshops coupled with challenging practical services designed to continue building your skills as an industry professional.
- 7 **Creative Curriculum:** You will spend your last 600 hours in San Francisco Institute of Esthetics & Cosmetology in "high gear" by dressing, acting, and working like an industry professional. You will use your own artistic and creative abilities, coupled with the assistance of the Learning Leaders, to prepare yourself for your future industry career.



## Educational Objectives

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

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

<b>Barbering Schedule Options</b>	<b>Days</b>	<b>Times</b>
Full-time Day Schedule 35 hours/week for a total of 43 weeks	Tuesday through Friday Saturday	8:30 a.m. to 4:30 p.m. 9:00 a.m. to 5:00 p.m.
Full-time 4-Day Schedule 31 hours/week for a total of 48 weeks	Tuesday, Wednesday, Thursday Saturday	12:30 p.m. to 9:30 p.m. 9:00 a.m. to 5:00 p.m.
Part-time Evening Schedule 23 hours/week for a total of 65 weeks	Tuesday through Friday Saturday	5:30 p.m. to 9:30 p.m. 9:00 a.m. to 5:00 p.m.
Part-time 4-Day Schedule 28 hours/week	Tuesday through Friday	8:30 a.m. to 4:30 p.m.
<b>Note:</b> Full-time Day students are expected to maintain 35 hours/week; Full-time 4-Day students are expected to maintain 31 hours/week; Part-time Evening students are expected to maintain 23 hours/week.		

## Class Size

Limit 18 students per class.

## Barbering

Subject	Theory Hours	Practical Application
Milady Theory*	150	0
<b>Technical Instruction and Practical Training Hair Dressing (1100 hours)</b>		
Hairstyling	65	240
Permanent Waving and Chemical Straightening	40	105
Hair Coloring and Bleaching	60	50
Hair Cutting to include razor, clipper, trimmers, and thinning shears	20	80
Five Minute Stree Relief Treatment	0	50
Scalp Treatment and Manipulation	0	10
<b>Technical Instruction and Practical Training Shaving (200 hours)</b>		
Shaving Preparation and Performance (Shaves and Facials)	100	40
<b>Technical Instruction Training in Health and Safety (200 hours)</b>		
Laws and Regulations	20	0
Health and Safety Considerations	45	0
Disinfection and Sanitation	20	15
Anatomy and Physiology	15	0
Professional Development	25	0

### Recommendations

The California Board of Barbering and Cosmetology recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, client record keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.

### Goal

The goal of the Barber curriculum is to prepare each student to become a licensed professional. Upon completion of the program, including exams, payments and the entire graduation checklist, graduates receive a Certificate of Completion.

### Syllabus

The curriculum for students enrolled in a Barber course shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices constituting the art of Cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

**Teaching Aids and Learning Methods**

All of San Francisco Institute of Esthetics & Cosmetology's program will be taught in a sequential format that starts with basic skills and evolves into more advanced concepts as the program advances. The programs incorporate the basic skills needed for state board preparation, graduation and a job. Each student will be exposed to services and implements that reflect the current industry standards. Instruction will be a fun, interactive environment where students are able to explore their creative side as well as learn traditional techniques. Information will be delivered via discussion, question and answer, cooperative learning, problem solving, interactive lecture, and clinic activities. Additional learning methods will include, but are not limited to, guest speakers, power point presentations, field trips, projects and homework.

**Grading Procedure**

Students are evaluated in practical (hands on) procedures as well as academic theory knowledge. Academic or theory learning is evaluated at the end of each topic or unit of study through written exam. Practical skills are assessed through the use of skill checks where a Learning Leader observes and evaluates the retention, accuracy, and level of skill using a standardized evaluation form. After the skill check, the student will be coached on their performance and any areas of improvement needed. If performance does not meet satisfactory academic requirements, it must be repeated until a passing grade is obtained.

## ESTHETICS COURSE OVERVIEW

### Course Hours: 600 clock hours

The course is divided into pre-clinical classroom instruction and clinical service learning experiences.

- 1 **Pre-clinical Classroom Instruction:** The first 300 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
- 2 **Clinic Floor Learning Experience:** The remaining 300 hours are spent in the clinic floor area where practical experience is gained.

The 600 hour Esthetics course at San Francisco Institute of Esthetics & Cosmetology is designed to train the student in basic esthetics skills, impeccable health and safety judgments, proper sanitation habits, business skill, communication skills, and professionalism necessary to obtain a California license and secure a job in Esthetics or a related field. For specific subjects that are included in the Esthetics program, refer to the Course Requirements below.

## ESTHETICS COURSE OUTLINE

- 1 **Technical instruction** denotes instruction by demonstration, lecture, classroom participation, or examination.
- 2 **Practical operation** denotes the actual performance by a student of a complete service on another person or on a mannequin.
- 3 **Core Curriculum:** This 300-hour time period is dedicated to exploring foundational knowledge and basic esthetics, facial, hair removal, and makeup procedures. You will receive individual attention in practical workshops, and you will complete worksheets and periodic tests throughout the course. This is an intense and exciting portion of your experience.
- 4 **Clinic Floor Learning Experience:** For the remaining 300 hours you will enter a new phase of specialty classroom workshops coupled with challenging practical services that will continue to build your skills as an industry professional.
- 5 **Classroom Learning Experience:** During this phase of your learning, you will be introduced to guest speakers, prescriptive (Take Home) selling, motivation, self-improvement, body treatments, and emerging technologies. You will use your own technical and therapeutic abilities, coupled with the assistance of Learning Leaders, to provide service to service guests. You will make discoveries and learn relationship-building skills that will guide your success in this exciting, diverse field.
- 6 **Creative Curriculum:** You will dress, act, and work like an industry professional. You will use your own technical and therapeutic abilities, coupled with the assistance of San Francisco Institute of Esthetics & Cosmetology Learning Leaders, to prepare for your future industry career.

## Educational Objectives

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

- 1 Project a positive attitude and a sense of personal integrity and self-confidence.
- 2 Practice effective communication skills, visual poise, and proper grooming.
- 3 Respect the need to deliver worthy service for value received in an employer-employee relationship.
- 4 Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, and unwanted hair removal.
- 5 Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

<b>Esthetics Schedule Options</b>	<b>Days</b>	<b>Times</b>
Full-time Day Schedule 35 hours/week for a total of 18 weeks	Tuesday through Friday Saturday	8:30 a.m. to 4:30 p.m. 9:00 a.m. to 5:00 p.m.
Full-time 4-Day Schedule 31 hours/week for a total of 19 weeks	Tuesday, Wednesday, Thursday Saturday	12:30 p.m. to 9:30 p.m. 9:00 a.m. to 5:00 p.m.
Part-time Evening Schedule 23 hours/ week for 27 weeks	Tuesday through Friday Saturday	5:30 p.m. to 9:30 p.m. 9:00 a.m. to 5:00 p.m.
Part-time 4-Day Schedule 28 hours/week	Tuesday through Friday	8:30 a.m. to 4:30 p.m.
<b>Note:</b> Full-time Day students are expected to maintain 35 hours/week; Full-time 4-Day students are expected to maintain 31 hours/week; Part-time Evening students are expected to maintain 23 hours/week.		

## Class Size

Limit 20 students per class.

## Esthetics

The instructional program of San Francisco Institute of Esthetics & Cosmetology meets or exceeds California State Board requirements:

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
<b>Facials</b>	<b>350 hours</b>	
<p><b>Manual, Electrical and Chemical Facials:</b> Includes, but is not limited to, the following techniques and procedures: Manual Facials, including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	70	140
<p><b>Preparation:</b> Includes, but is not limited to, the following issues: client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, CPR/AED, and salon and spa skills.</p>	15	0
<b>Technical instruction in Health and Safety</b>	<b>200 hours</b>	
<p><b>Laws and Regulations:</b> Includes, but is not limited to, The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	20	0
<p><b>Health and Safety Considerations:</b> Includes, but is not limited to, the following techniques and procedures: training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases, including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, and physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.</p>	40	0
<p><b>Disinfection and Sanitation:</b> Includes, 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. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment. <i>continued on next page</i></p>	10	0

<b>Anatomy and Physiology :</b> Includes, but is not limited to, Human Anatomy, Human Physiology, Bacteriology, skin analysis, and conditions.	15	0
<b>Technical Instruction and Practical Training in Hair Removal and Makeup</b>	<b>50 hours</b>	
<b>Eyebrow Beautification:</b> Includes, but is not limited to, eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, and manual or electrical depilatories.	<b>25</b>	<b>50</b>
<b>Makeup:</b> Includes, but is not limited to, skin analysis, basic and corrective application, and application of false eyelashes.	<b>20</b>	<b>40</b>
<b>COMBINED TOTAL</b>	<b>600 hours</b>	

### Recommendations

The California Board of Barbering and Cosmetology recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, and basic tax information relating to booth renters, independent contractors, employees, and employers.

### Goal

The goal of the Esthetics curriculum is to prepare each student to become a licensed professional. Upon completion of the program, including exams, payments and the entire graduation checklist, graduates receive a Certificate of Completion.

### Syllabus

The curriculum for students enrolled in an Esthetics course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices of an Esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.

### Teaching Aids and Learning Methods

All of San Francisco Institute of Esthetics & Cosmetology's programs will be taught in a sequential format that starts with basic skills and evolves into more advanced concepts as the program advances. The programs incorporate the basic skills needed for state board preparation, graduation and a job. Each student will be exposed to services and implements that reflect the current industry standards. Instruction will be a fun, interactive environment where future professionals are able to explore their creative side as well as learn traditional techniques. Information will be delivered via discussion, question and answer, cooperative learning, problem solving, interactive lecture, and clinic activities. Additional learning methods will include, but are not limited to, guest speakers, power point presentations, field trips, projects and homework.

### Grading Procedure

Students are evaluated in practical (hands on) procedures as well as academic theory knowledge. Academic or theory learning is evaluated at the end of each topic or unit of study through written exam. Practical skills are assessed through the use of skill checks where a Learning Leader observes and evaluates the retention, accuracy, and level of skill using a standardized evaluation form. After the skill check, the student will be coached on their performance and any areas of improvement needed. If performance does not meet satisfactory academic requirements, it must be repeated until a passing grade is obtained.



## NAIL TECHNOLOGY COURSE OVERVIEW

### Course Hours: 400 clock hours

The course is divided into pre-clinical classroom instruction and clinical service learning experiences.

- ① **Pre-clinical Classroom Instruction:** The first 100 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
- ② **Clinic Classroom Learning Experience:** The remaining 300 hours are spent in the clinic floor classroom where practical experience is gained.

The 400 hour Nail Technology course at San Francisco Institute of Esthetics & Cosmetology is designed to train the student in basic nail skills, impeccable health and safety judgments, proper sanitation habits, business skill, communication skills, and professionalism necessary to obtain a California license and secure a job in Nail Technology or a related field. For specific subjects that are included in the Nail Technology program, refer to the Course Requirements below.

## NAIL TECHNOLOGY COURSE OUTLINE

- ① **Technical instruction** denotes instruction by demonstration, lecture, classroom participation, or examination.
- ② **Practical operation** denotes the actual performance by a student of a complete service on another person or on a mannequin.
- ③ **Core Curriculum:** This 100-hour time period is dedicated to exploring foundational knowledge and basic nails procedures. You will receive individual attention in practical workshops, and you will complete worksheets and periodic tests throughout the course. This is an intense and exciting portion of your experience.
- ④ **Mentor Learning Experience:** Your remaining 300 hours will be spent in a clinic environment. You will dress, act, and work like an industry professional. You will use your own technical and therapeutic abilities, coupled with the assistance of Learning Leaders, to provide service to guests. You will make discoveries and learn relationship-building skills that will ensure your success in this exciting, diverse field.

## Educational Objectives

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

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

<b>Nail Technology Schedule Options</b>	<b>Days</b>	<b>Times</b>
Part-time Evening Schedule 23 hours/week for a total of 17 weeks	Tuesday through Friday Saturday	5:30 p.m. to 9:30 p.m. 9:00 a.m. to 5:00 p.m.
<b>Note:</b> Part-time Evening students are expected to maintain 23 hours/week.		

## Class Size

Limit 14 students per class.

## Nail Technology

The instructional program of San Francisco Institute of Esthetics & Cosmetology meets or exceeds California State Board requirements:

Subject	Theory Hours	Practical Application
<b>Barbering and Cosmetology Act Rules and Regulations</b>	10	0
<b>Cosmetology Chemistry</b> – Instruction in chemical composition and purpose of nail technology preparation.	10	0
<b>Health and Safety/Hazardous Substances</b> –Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	15	0
<b>Disinfection and Sanitation</b> – Discuss procedures on how to protect the health and safety of the consumer and technician. The 10 required minimum operations entails performing all necessary functions for disinfecting instruments and equipment, as specified in Sections 979 and 980.  <i>Note:</i> Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10	10
<b>Bacteriology, Anatomy, and Physiology</b>		15
<b>Manicure, Pedicure, and Massage</b> Water and oil manicure – Instruction on nail analysis, and hand and arm massage.	15	40
Complete pedicure – Instruction on nail analysis, and foot and ankle massage.	10	20
<b>Application of Artificial Nails</b> Acrylic: Liquid and powder brush-ons	15	80
Nail tips	10	60
Nail wraps and repairs	5	40
<b>COMBINED TOTAL</b>	<b>400 hours</b>	

### Recommendations

The California Board of Barbering and Cosmetology recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, and basic tax information relating to booth renters, independent contractors, employees, and employers.

### Goal

The goal of the Nail Technology curriculum is to prepare each student to become a licensed professional. Upon completion of the program, including exams, payments and the entire graduation checklist, graduates receive a Certificate of Completion.

## Syllabus

The syllabus for students enrolled in the Nail Technology course will be 400 hours of practical training and technical instruction covering all aspects of the industry.

### Teaching Aids and Learning Methods

All of San Francisco Institute of Esthetics & Cosmetology's programs will be taught in a sequential format that starts with basic skills and evolves into more advanced concepts as the program advances. The programs incorporate the basic skills needed for state board preparation, graduation and a job. Each student will be exposed to services and implements that reflect the current industry standards. Instruction will be a fun, interactive environment where students are able to explore their creative side as well as learn traditional techniques. Information will be delivered via discussion, question and answer, cooperative learning, problem solving, interactive lecture, and clinic activities. Additional learning methods will include, but are not limited to, guest speakers, power point presentations, field trips, projects and homework.

### Grading Procedure

Students are evaluated in practical (hands on) procedures as well as academic theory knowledge. Academic or theory learning is evaluated at the end of each topic or unit of study through written exam. Practical skills are assessed through the use of skill checks where a Learning Leader observes and evaluates the retention, accuracy, and level of skill using a standardized evaluation form. After the skill check, the future professional will be coached on their performance and any areas of improvement needed. If performance does not meet satisfactory academic requirements, it must be repeated until a passing grade is obtained.

## CLASS SIZE

San Francisco Institute of Esthetics & Cosmetology limits class size to 18 students per class for cosmetology, barbering, 20 students per class for esthetics, and 14 students per class for nail technology.

Program	Class Size
Cosmetology	18 students
Barbering	18 students
Esthetics	20 students
Nail Technology	14 students

## COSMETOLOGY AND BARBERING PROGRAM TESTING AND GRADING PROCEDURE

In order to be considered passing, a Cosmetology and Barbering student must meet the following passing scores:

SFIEC uses the below grading scale for Cosmetology and Barbering written exams:

90% - 100%	A
80% - 89%	B
Below 80%	Failing

SFIEC uses the below grading scale for Cosmetology and Barbering practical exams:

90% - 100%	A
80% - 89%	B
75% - 79%	C
Below 75%	Failing

## ESTHETICS AND NAIL TECHNOLOGY PROGRAM TESTING AND GRADING PROCEDURE

In order to be considered passing, an Esthetics and Nail Technology student must meet the following passing scores:

SFIEC uses the below grading scale Esthetics and Nail Technology written exams:

90% - 100%	A
85% - 89%	B
Below 85%	Failing

SFIEC uses the below grading scale Esthetics and Nail Technology practical exams:

90% - 100%	A
80% - 89%	B
Below 80%	Failing

## MEASURABLE PERFORMANCE OBJECTIVES

- 1 Complete the required number of clock hours of training.
- 2 Achieve and receive passing grades on all practical graduation requirements and projects, including practical and theory examinations.
- 3 Upon completion, receive a certificate of completion.
- 4 Pass San Francisco Institute of Esthetics & Cosmetology mock state board exam.
- 5 Pass state board exam.

## SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY

By following safety precautions, you contribute to the health, welfare, and safety of the community. Always have good hygiene and be professionally dressed. Keep a first aid kit on hand, follow safety regulations, and keep equipment properly sanitized. The following precautions should always be taken with each service guest:

- 1 Protect service guests' clothing by appropriately draping them.
- 2 Ask service guests to remove any jewelry, hair accessories, glasses, etc.
- 3 Keep any and all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse the eyes with cold water.
- 4 Wear gloves when dealing with chemicals.
- 5 Remember that anything containing chemically active ingredients must be used carefully to avoid injury to you and your service guest.

## INDUSTRY REQUIREMENTS

Students interested in pursuing a career in cosmetology, barbering, esthetics, and nail technology should:

- 1 Develop finger dexterity and a sense of form and artistry.
- 2 Enjoy dealing with the public.
- 3 Stay current on the latest fashions, industry trends, and latest health and wellness techniques.
- 4 Make a strong commitment to your education.
- 5 Be aware that the work can be arduous and physically demanding because of long hours standing and using your hands at shoulder level.

## STUDENT SERVICES

- 1 **Housing:** San Francisco Institute of Esthetics & Cosmetology keeps a file of information about housing in the surrounding areas; however, the school does not provide dormitory facilities and does not have any facilities under its control. The school is not responsible to find or assist students in finding housing.

There is available housing located within two miles of the school. The cost of housing is between \$800 – \$2,500 per month.

- 2 **Advising:** Students are provided with academic advising and additional assistance as necessary. If referral to professional assistance is necessary, the school maintains a record of such referral. Information and advice on any financial assistance are accessible to students. San Francisco Institute of Esthetics & Cosmetology also gives advice and information to students on these subjects:
  - a. Regulations governing licensure to practice, including reciprocity among jurisdictions.
  - b. Employment opportunities.
  - c. Opportunities for continuing education following graduation.

## ENFORCEMENT OF PUBLIC HEALTH REGULATIONS

The state of California has the reasonable expectation that all trained and licensed cosmetology, estheticians, barbers and nail technician professionals will be knowledgeable of all public health regulations applicable to the profession and that licensed cosmetology professionals will practice and enforce these standards.

San Francisco Institute of Esthetics & Cosmetology has the reasonable expectation that all students will dutifully and earnestly apply themselves to learning the health regulations of California and on a daily basis will practice and demonstrate their knowledge of these rules and accept their professional vanguards and enforcers of public health regulations.

Employees are expected to demonstrate and apply these standards and regulations at all times.

Students and employees are required to adhere to the safety precautions caused by COVID-19. Students and employees must abide by the safety and sanitation procedures as outlined by the Centers for Disease Control and Prevention (CDC).

### Clean your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a cloth face cover when around others
- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

### Clean and disinfect

- Clean AND disinfect surfaces daily. This includes clinic station, hydraulic chair, tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Most common EPA-registered household disinfectant external icon will work.

### Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. If you have any of these symptoms DO NOT come to school. Contact the school and follow the call-in/text procedure. A school representative will be taking student's temperature prior to entering the school facility. If the student has a fever, they will not be allowed to enter the school until the symptoms have passed.

These symptoms may appear 2-14 days after exposure to the virus:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell



## **GRADUATION REQUIREMENTS IN COURSES**

In order to receive a Certificate of Completion from San Francisco Institute of Esthetics & Cosmetology must complete all theory and operation hours as required by the California Board of Barbering and Cosmetology for the enrolled program.

You are required to pass the San Francisco Institute of Esthetics & Cosmetology mock State Board Exam. In addition, you must have paid tuition and fees in full, except in mitigating circumstances under terms agreed to in writing by you and the Director or Dean. For students approved on the extended payment program, payments must be current upon graduation. You are required to complete the Graduation Checklist prior to receiving your Certificate of Completion and Proof of Training.

Note: In order to practice as a Cosmetologist, Esthetician, Barber or Nail Technology in the State of California, you must pass both the practical and written portion of your exam with the California Board of Barbering and Cosmetology, and receive your license from the Board. The California Board of Barbering and Cosmetology requires a social security number for entry into the state board exam.

## **LICENSURE EXAM**

A valid form of government identification with photo and social security number are required by the state of California to take the licensure exam.

## GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES

Many wonderful career opportunities are available within the beauty industry. In addition to hair design, this industry also offers opportunities in areas such as skin care, makeup, aromatherapy, nail artistry, product education, platform artistry, and salon management.

Although San Francisco Institute of Esthetics & Cosmetology **does not guarantee employment upon graduation**, San Francisco Institute of Esthetics & Cosmetology does maintain an aggressive job placement program and will inform students of job openings and opportunities. San Francisco Institute of Esthetics & Cosmetology coordinates placement programs with local and national salons by sending out surveys and inviting salon owners and guest artists to teach and speak there.

San Francisco Institute of Esthetics & Cosmetology offers industry placement assistance throughout your program as an enrolled student and continued support as a San Francisco Institute of Esthetics & Cosmetology graduate. Specific classes are in your curriculum to assist with resume writing, interviewing skills, professional appearance guidelines, job referrals, and follow-up .

San Francisco Institute of Esthetics & Cosmetology students and graduates are exposed to a wide variety of beauty industry job opportunities. Working with industry leaders and salon and spa owners and barbers, San Francisco Institute of Esthetics & Cosmetology actively cultivates relationships that encourage industry professionals and companies to look at San Francisco Institute of Esthetics & Cosmetology graduates first when hiring.

- ▶ **Placement Leader** — San Francisco Institute of Esthetics & Cosmetology supports its commitment to career placement by having a Placement Leader. Our Placement Leader leads classes and works directly with you and guides you through your career path. She regularly networks with Bay Area barbershops, salons, spas, product lines, and other businesses to recommend employment opportunities for our students and graduates.
- ▶ **Career Builder Classes** — This series of classes, teach you how to write a resume focusing on your accomplishments in your chosen career of Cosmetology, Barbering, Esthetics or Nails. We guide you through how to determine a salon, barbershop or spa that's right for you, the steps toward landing and acing an interview, compensation expectations, and how to follow up with a prospective employer.
- ▶ **Guest Presentations by Industry Leaders** — Regularly scheduled presentations provide you with demonstrations and first-hand advice from industry professionals, including salon, barbershop and spa owners, stylists, estheticians, makeup artists, product representatives, and more. You will learn their secrets for success, as well as making great connections for your job search. Local salons, barbershops and spas love to recruit our students!
- ▶ **Ride-Alongs** — Once you complete your resume, you will be eligible to join our Placement Leader as she visits salons, barbershops and spas in the Bay Area. This gives you an opportunity to experience different environments and learn the details of hiring processes and training programs, while building your confidence to speak with salon, barbershop and spa owners and managers about your career path.
- ▶ **Externships** — As a student, you may become eligible to extern in (a) salon(s), spas, barber shops of your choice. This is a great opportunity to witness daily life as a professional, while building a strong connection with potential employers. We have seen many job offers made as a result of the Externship Program.

## STUDENT KIT — Cosmetology

Students are responsible to purchase a San Francisco Institute of Esthetics & Cosmetology kit at an additional cost from the tuition. Please note that students are responsible for the purchase of stationery supplies. *Textbook and educational materials may be purchased separately, which may discount kit costs.*

The following items are contained in the San Francisco Institute of Esthetics & Cosmetology cosmetology kit:

<b>BRUSHES</b>	<b>ACCESSORIES</b>	<b>STUDENT EDUCATION MATERIALS</b>
1 Paul Mitchell Color Applicator Brush 1 Paul Mitchell 427 Paddle Brush 1 Paul Mitchell 407 Styling Brush 1 Paul Mitchell 413 Sculpting Brush 1 Paul Mitchell Express Ion Small Round Brush 1 Paul Mitchell Express Ion Medium Round Brush 1 Paul Mitchell Express Ion Large Round Brush 1 Paul Mitchell Express Ion X-Large Round Brush 1 Paul Mitchell Scalp Brush 1 JPMS Color Brush 1 Cricket Smoothing Brush*	12 Paul Mitchell Black /White Butterfly Clips 10 Paul Mitchell Black Skinny Clips 1 Skinny Clips* 1 Long Hair Styling Box w/"Assorted Pins"* 1 Paul Mitchell Aluminum Spray Bottle 1 Paul Mitchell Professional Manicure Kit 1 Pin Curl Clips* 3 JPMS Color Bowl* 1 Makeup Kit* 1 SFIEC Reusable Shopping Bag* 1 SFIEC Business Card Holder* 1 SFIEC Pencil Bag* 1 Colored Markers* 1 SFIEC Pen* 1 SFIEC Fliptop Bottle* 1 SFIEC Steel Tumbler* 1 SFIEC USB* 1 SFIEC Badge Reel* 1 Zuca Artist Back Pack* 3 SFIEC Luggage Tag* 1 Paul Mitchell Bandages* 1 SFIEC Hand Sanitizer Spray* 1 SFIEC Logo Shirt* 1 SFIEC Name Tag* 1 Core Rewards 4 Mannequin, deluxe 18"* 1 Long Hair Mannequin, 24" deluxe*	1 Cutting App 1 Men's Cutting System DVD 1 Color App 1 The Coloring Book 1 The Skill Cards 1 Paul Mitchell Product Guide Workbook 1 Business Fundamentals 1 Be Nice (Or Else!) Book 1 Plugged In Apron and membership (while enrolled) 1 Master Audio Club subscription (while enrolled) 1 The Color Paper Swatch Chart 1 PM Shines Paper Swatch Chart 1 Blonding Brochure 1 Shines XG Paper Swatch Chart 1 Black messenger bag 1 Dollar Camp Access 1 Bloom.com Access* 1 Perm Workshop* 1 Makeup App
<b>COMBS</b>		
1 Paul Mitchell 818 Taper Comb 1 Paul Mitchell 429 Metal Tail Comb 1 Paul Mitchell 109 Metal Pick Teasing Comb 6 Paul Mitchell 308 Standard Cutting Combs 1 Paul Mitchell 814 Rat Tail Comb 1 Paul Mitchell 408 Comb 1 Paul Mitchell 416 Comb 1 Paul Mitchell 424 Comb 1 Paul Mitchell Detangler Comb 2 YS Park Comb #102 Metal Tail Comb* 1 YS Park #101 Carbon Tail Comb* 2 BPC Combs #101* 1 JPMS Carving Comb*		
<i>Continued on next page</i>		

<p><b>CAPES</b>  1 Paul Mitchell Shalmpoo Chemical Cape  1 Paul Mitchell Cutting Cape  1 Paul Mitchell Cutting Apron</p> <p><b>STATE BOARD</b>  1 Rent-a-Kit, Baby Boards SFIEC  1 Rent-a-Kit, Baby Boards SFIEC  1 Rent-a-Kit Voucher, Fairfield</p>	<p><b>SKIN KIT</b>  1 Waffle Weave Wrap w/snaps  1 Terry Velcro Hand  1 Product Usage, Skin</p> <p><b>NAIL KIT</b>  1 Manicure Bowl  2 Dappen Dish  1 Tweezers  1 Product Usage, nails  1 Practice Hand  1 #24 X-Large Round Tip :Majesty" acrylic Brush</p>	<p><b>TOOLS</b>  1 Metal Case with Paul Mitchell Logo  2 "Shelby" Doll Heads  1 Paul Mitchell Express Ion Plus Blow Dryer  1 Paul Mitchell 3/4 Curling Iron  1 Paul Mitchell Express Ion 1.25 Smoothing Iron Plus  1 Paul Mitchell Professional Clipper  1 Paul Mitchell Professional Trimmer  1 Paul Mitchell Black Hand Mirror  1 Paul Mitchell 6.0 Scissors (R/L)  1 Paul Mitchell 6.0 Thinner (R/L)  1 Mizutani 5 1/2" scissors  1 Paul Mitchell Scissor Case  1 Paul Mitchell Tripod  1 Paul Mitchell Mannequin Head Bag  1 Paul Mitchell Classic Razor  1 State Board Razor  1 Manikin for State Board</p>
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<p><b>COSMETOLOGY PROGRAM TEXTBOOKS</b>  1 Apple Ipad, \$450.00  1 Online Prep Access  1 Milady's Standard Cosmetology 2012, Coursemate; ISBN-13: 9781133281566, \$159.95</p>
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The items listed above are only available in a Paul Mitchell kit and cannot be purchased separately.

**\*The above kit items are exclusive to San Francisco Institute of Esthetics & Cosmetology kit**

## STUDENT KIT — Barbering

Students are responsible to purchase a San Francisco Institute of Esthetics & Cosmetology kit at an additional cost from the tuition. Please note that students are responsible for the purchase of stationery supplies. *Textbook and educational materials may be purchased separately, which may discount kit costs.*

The following items are contained in the San Francisco Institute of Esthetics & Cosmetology barbering kit:

BRUSHES	ACCESSORIES	STUDENT EDUCATION MATERIALS
1 Paul Mitchell 407 Styling Brush	6 Paul Mitchell Black Clips	1 <i>The Cutting System</i>
1 Paul Mitchell 413 Sculpting Brush	1 Chemical Cape	1 <i>The Cutting Book</i>
1 Paul Mitchell 427 Paddle Brush	1 Cutting Apron	1 <i>The Men's Cutting System</i>
1 Barber Brush	1 Paul Mitchell Aluminum Spray Bottle	1 <i>The Color System</i>
	1 Black Handheld Mirror	1 <i>The Coloring Book</i>
<b>COMBS</b>	1 Can of Cool Care Spray*	1 The Skill Cards
1 Paul Mitchell 408 White Comb	1 Can of Marvicide Disinfectant Spray*	1 <i>Paul Mitchell Product Guide Workbook</i>
1 Paul Mitchell 424 Teal Comb	1 Neck Duster	1 Business Fundamentals
1 Paul Mitchell 416 Red Comb	1 Metal Paul Mitchell Case	1 <i>Be Nice (Or Else!) Book</i>
1 Metal Tail Weave Comb	1 Black messenger bag	1 Multiple Intelligence (MI) Letter
1 Rat Tail Comb		1 State Board Review Book*
6 Standard Cutting Combs	<b>MISCELLANEOUS</b>	1 Marker and Binder*
1 Taper Comb	1 T-shirt*	1 Plugged In Apron and Membership (while enrolled)
1 Clipper 318 Comb	<b>TOOLS</b>	1 Master Audio Club Subscription (while enrolled)
	1 Classic Razor with disposable blades	1 the color Paper Swatch Chart
	1 Paul Mitchell Tripod	1 p.m.SHINES® Paper Swatch Chart
	1 6" Scissor	1 Blonding Brochure
	1 Thinning Scissor	1 Shines XG® Paper Swatch Chart
	1 5.5" Scissor	1 Black Messenger Bag
	1 Clipper with adjustable lever and a set of guards	
	1 ¾ Curling Iron	
	1 Blow-dryer	
	6 Doll Heads (Barbering Program )*	

The items listed above are only available in a Paul Mitchell kit and cannot be purchased separately.

**\*The above kit items are exclusive to San Francisco Institute of Esthetics & Cosmetology kit**

### BARBERING PROGRAM TEXTBOOKS

1 Apple Ipad, \$450.00

1 *Milady's Standard Professional Barbering, 5th Edition CourseMate*, ISBN-13: 9781285175188, \$177.95

1 *Milady's Standard Professional Barbering, 5th Edition Textbook*, ISBN-13: 9781435497153 (Hardcover), \$132.95

## STUDENT KIT — Esthetics

Students are responsible to purchase a San Francisco Institute of Esthetics & Cosmetology kit at an additional cost from the tuition. Please note that students are responsible for the purchase of stationery supplies.

The following items are contained in the San Francisco Institute of Esthetics & Cosmetology esthetics kit:

ACCESSORIES	ESTHETIC TECHNICAL KIT	DERMALOGICA STUDENT KIT
1 SFIEC Reusable Shopping Bag*	2 Stainless Steel 3/4 QT Sponge Bowl*	1 The Bag*
1 SFIEC Business Card Holder*	4 Mask Cups*	1 Welcome Pack*
1 SFIEC Pencil Bag*	1 6" Spatula, Large*	1 The Book on Flash Drive*
1 Colored Markers*	1 Rubber Mixing Bowl, Large*	1 Face Mapping Pad*
1 SFIEC Pen*	1 Dry Body Brush*	1 Fan Brush*
1 Steel Drink Bottle*	2 1" Face Mask Brushes*	1 Calming Botanical Mixer*
1 SFIEC USB*	1 Body Mask Brush*	1 Daily Microfoliant 2.6 oz.*
1 SFIEC Badge Reel*	1 White Microfiber Headbands, 3-pak*	1 Multi-Active Toner 16oz*
2 Zuca Utility Pouch*	1 Tweezers*	1 Active Moist 6 oz*
2 SFIEC Logo Shirt*	1 Nose & Ear Scissors*	1 Colloidal Masque*
1 SFIEC Apron *	1 Protective Eyewear*	1 Massage Cream*
1 Chemical Apron*	1 Standard High Frequency Electrode*	1 MV Power Recovery Masque 2.5 oz*
3 SFIEC Luggage Tag*	1 Microfiber Wrap	1 Special Cleaning Gel 16.9 oz*
1 SFIEC Hand Sanitizer Spray*	1 ASCP Student Membership*	1 PreCleanse 5.1 oz*
1 Nail Brush*		1 Solar Defense Booster SPF50 4oz*
1 SFIEC Name Tag*	<b>STUDENT EDUCATION MATERIALS</b>	1 MV Power Firm .5 oz*
1 Student Makeup Kit*	1 <i>Be Nice (Or Else!)</i> iBook	1 Facial Sponges (2 pack)
1 Rent-a-Kit, SFIEC*	1 Business Fundamentals	
1 Rent-a-Kit, Fairfield*	1 Plugged In Membership*	
1 Parafin Hand Treatment Class (1 treatment per hand)*	1 On-line Licensing Prep*	
1 Skin Bar Experience*	1 Makeup App	
	1 Bio Therapeutic Kit	
	1 Notability	

The items listed above are only available in a Dermalogica kit and cannot be purchased separately.

**\*The above kit items are exclusive to San Francisco Institute of Esthetics & Cosmetology kit**

### ESTHETICS PROGRAM TEXTBOOKS

1 Apple iPad, \$450.00

1 On-line Licensing Prep

1 Milady's Standard Esthetics: Fundamentals, 11th Edition CourseMate, ISBN-13: 9781133686798, \$190.95

## STUDENT KIT — Nail Technology

Students are responsible to purchase a Paul Mitchell kit at an additional cost from the tuition. Please note that students are responsible for the purchase of stationery supplies.

The following items are contained in the San Francisco Institute of Esthetics & Cosmetology nail technology kit:

<p><b>TECHNICAL KIT</b></p> <ul style="list-style-type: none"> <li>1 - 1.5 oz. True Pink Powder</li> <li>1 - 1.5 oz. Whitest White Powder</li> <li>1 - 4 oz. Nail Liquid</li> <li>1 - ½ oz. Primer</li> <li>1 - Primer Holder</li> <li>1 - Medium Flat Custom Sable Brush</li> <li>1 - Black Professional Dappen Dish</li> <li>1 - Glass Dappen Dish Clear</li> <li>1 - 8 oz. Peach Sanitize</li> <li>1 - P141</li> <li>1 - 3-D Nail Art Brush</li> <li>1 - Sterilizer Jar – Small</li> <li>1 - ½ oz. A+ Coat</li> <li>5 - 100 grit Purple Terminator Files</li> <li>1 - Dazzle Rock Glitter</li> <li>1 - 4 oz. Brush Cleaner</li> <li>1 - 3 oz. Clean-It</li> <li>1 - 4 oz. Peach Spa Creamy Cuticle Remover</li> <li>1 - 8 oz. Peach Spa Scrub</li> <li>1 - 8 oz. Peach Spa Anti-Bacterial Soak</li> <li>1 - 8 oz. Peach Spa Moisture Lotion</li> <li>1 - 8 oz. Peach Spa Callus Soft</li> <li>1 - 8 oz. Peach Polish Remover</li> <li>1 - Gelegance Gel Polish-Seasonal</li> <li>1 - Flawless Foundation</li> <li>1 - Flawless Finish</li> <li>1 - Tip-It</li> <li>1 - Re-Inforce</li> </ul>	<p><b>TECHNICAL KIT - Cont.</b></p> <ul style="list-style-type: none"> <li>5 - 180 grit Long Lasting Zebra Files</li> <li>5 - Clean Finish Buffing File</li> <li>1 - 4 Way Block Shiner</li> <li>1 - 300ct. Towelettes</li> <li>1 - Manicure Bowl</li> <li>1 - Manicure Brush</li> <li>1 - ½ oz. Peach Cuticle Oil</li> <li>1 - Pair Toe Separators</li> <li>1 - 100ct. Natural Square Tips</li> <li>1 - 20ct. Competitive Edge Gold Forms</li> <li>1 - 20ct. Competitive Edge Square Forms</li> <li>1 - Pterygium Stone</li> <li>1 - 10pk. Mani/Pedi Towels</li> <li>1 - Large Terminator Foot File</li> <li>1 - Cuticle Nipper-school</li> <li>1 - Gelegance Gel Brush</li> <li>1 - L.A. Red Polish</li> <li>1 - California French Pink Polish</li> <li>1 - California French White Polish</li> <li>1 - ½ oz. 3-n-1 Nail Hardener</li> <li>1 - ½ oz. Super Dry Top Coat</li> <li>1 - ½ oz. Empty Oil Bottle</li> <li>1 - Bond-It</li> <li>1 - Manicure Scissors</li> <li>1 - Practice Hand</li> <li>2 - Orangewood Sticks</li> <li>1 - Tip &amp; Repair Glue</li> <li>1 - TT Brush on Glue</li> <li>1 - Full Set of Pink &amp; White Sculptured Nails DVD</li> <li>1 - Tammy Taylor Travel Bag on Rollers</li> </ul>	<p><b>ACCESSORIES</b></p> <ul style="list-style-type: none"> <li>1 SFIEC Reusable Shopping Bag*</li> <li>1 SFIEC Business Card Holder*</li> <li>1 SFIEC Pencil Bag*</li> <li>1 Colored Markers*</li> <li>1 SFIEC Pen*</li> <li>1 SFIEC Flip Top Bottle*</li> <li>1 SFIEC Steel Tumbler*</li> <li>1 SFIEC Name Tag*</li> <li>1 SFIEC ID Card*</li> <li>1 SFIEC Badge Reel*</li> <li>1 SFIEC USB*</li> <li>3 SFIEC Luggage Tags*</li> <li>1 SFIEC Hand Sanitizer Spray*</li> <li>1 SFIEC Logo Shirt*</li> <li>1 Rent-a-kit, SFIEC*</li> <li>1 Rent-a-kit, Fairfield*</li> </ul> <p><b>STUDENT EDUCATION MATERIALS</b></p> <ul style="list-style-type: none"> <li>1 <i>Be Nice (Or Else!)</i> Book</li> <li>1 Plugged In Access</li> <li>1 Business Fundamentals</li> <li>1 Multiple Intelligence (MI) Letter</li> </ul>
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The items listed above are only available in a Paul Mitchell kit and cannot be purchased separately.

*\*The above kit items are exclusive to San Francisco Institute of Esthetics & Cosmetology kit*

### NAIL TECHNOLOGY TEXTBOOKS

1 Apple iPad \$450.00

1 *Milady's Standard Nail Technology, 7th Ed*, CourseMate, ISBN-13: 9781305120648, \$162.95



## FEDERAL RETURN OF TITLE IV FUNDS POLICY

*San Francisco Institute of Esthetics & Cosmetology participates in federal financial aid. The 400 hour nail technology program is not eligible for Title IV funds. Please refer to the following refund policy for specific consumer information pursuant to the federal financial aid program.*

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

**Official Withdrawal Process:** If a student wishes to withdraw from school, they must notify the Financial Aid Leader of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. The Financial Aid Leader must begin the withdrawal process.

**Unofficial Withdrawal Process:** For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. The date of determination is 14 days after they cease attendance.

In both cases the last day of attendance will be used in the return to Title IV calculation.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, and Direct Loans or Direct PLUS Loans during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period (or period of enrollment depending on what the school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

**Post Withdrawal Disbursement:** If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account. The authorization is required to be sent to the student within 30 days of the date the school determined the student's last date of attendance.

**Credit Balance:** If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

- 1 Unsubsidized Direct Loan
- 2 Subsidized Direct Loan
- 3 Direct PLUS Loan (Parent)
- 4 Federal Pell Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination. (unless the school uses less days based on a state, accrediting agency or institutional requirement)

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

**Overpayment of Title IV, HEA Funds** — Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. A student who owes an overpayment remains eligible for Title IV, HEA program funds through and beyond the earlier of 45 days from the date the school sends a notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment if, during those 45 days the student:

- ❶ Repays the overpayment in full to the school;
- ❷ Enters into a repayment agreement with the school in accordance with repayment arrangements satisfactory to the school; or
- ❸ Signs a repayment agreement with the Department, which will include terms that permit a student to repay the overpayment while maintain his or her eligibility for Title IV, HEA program funds.

Within 30 days of the date of the school's determination that the student withdrew, an institution must send a notice to any student who owes a Title IV, HEA grant overpayment as a result of the student's withdrawal from the school in order to recover the overpayment.

If the student does not repay the overpayment in full to the school, or enter a repayment agreement with the school or the Department within the earlier of 45 days from the date the school sends notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment.

At any time the student fails to meet the terms of the repayment agreement with the school:

- ❶ The student chooses to enter into a repayment agreement with the Department.
- ❷ The student who owes an overpayment is ineligible for Title IV HEA program funds.

You must make arrangement with the school or Department of Education to return the amount of unearned grant funds.

# TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS FROM A CLOCK-HOUR PROGRAM

## Treatment of Title IV Funds When a Student Withdraws From a Clock-Hour Program

Student's Name:  Social Security #:

Date of school's determination that student withdrew:

Period used for calculation (check one):  1st Payment Period  Period of Enrollment

Monetary amounts should be in dollars and cents (rounded to the nearest penny)  
When calculating percentages, round to three decimal places. (for example,  $.4486 = .449 = 44.9\%$ )

### STEP 1: Students Title IV Aid Information

	Amount Disbursed	Amount that Could Have Been Disbursed	E. Total Title IV Disbursed for the Period
<b>Title IV Grant Programs:</b>			
1. Pell Grant	<input type="text" value="2,775.00"/>	<input type="text"/>	A. <input type="text" value="2,775.00"/>
2. Academic Competitiveness Grant	<input type="text"/>	<input type="text"/>	+ B. <input type="text" value="6,727.00"/>
3. National SMART Grant	<input type="text"/>	<input type="text"/>	= E. <input type="text" value="9,502.00"/>
4. FSEOG	<input type="text"/>	<input type="text"/>	
5. TEACH Grant	<input type="text"/>	<input type="text"/>	
	A. <input type="text" value="2,775.00"/> (sub-total)	C. <input type="text" value="0.00"/> (sub-total)	F. Total Title IV grant aid disbursed and that could have been disbursed for the period
			A. <input type="text" value="2,775.00"/>
			+ C. <input type="text" value="0.00"/>
			= F. <input type="text" value="2,775.00"/>
<b>Title IV Loan Programs:</b>	Net Amount Disbursed	Net Amount that Could Have Been Disbursed	G. Total Title IV aid disbursed and aid that could have been disbursed for the period
6. Unsubsidized FDLP / FFELP	<input type="text" value="2,985.00"/>	<input type="text"/>	A. <input type="text" value="2,775.00"/>
7. Subsidized FDLP / FFELP	<input type="text" value="1,742.00"/>	<input type="text"/>	+ B. <input type="text" value="6,727.00"/>
8. Perkins Loan	<input type="text"/>	<input type="text"/>	C. <input type="text" value="0.00"/>
9. PLUS FDLP / FFELP (Grad Student)	<input type="text" value="2,000.00"/>	<input type="text"/>	+ D. <input type="text" value="0.00"/>
10. PLUS FDLP / FFELP (Parent)	<input type="text" value="2,000.00"/>	<input type="text"/>	= G. <input type="text" value="9,502.00"/>
	B. <input type="text" value="6,727.00"/> (sub-total)	D. <input type="text" value="0.00"/> (sub-total)	

### STEP 2: Percentage of Title IV Aid Earned

Last Day Attended:

**H. Determine the percentage of the period completed:**  
Divide the clock hours scheduled to have been completed as of the last day of attendance in the period by the total clock hours in the period.

$$\frac{271.00}{450.00} = 60.2\%$$

Hours scheduled to complete / Total hour in period

- ▶ If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.
- ▶ If this percentage is less than or equal to 60%, enter that percentage in Box H and proceed to Step 3.

H.

### STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

$$100.0\% \times 9,502.00 = 9,502.00$$

Box H                      Box G                      Box I

### STEP 4: Title IV Aid to be Disbursed or Returned

- ▶ If the amount in Box I is greater than the amount in Box E, go to Post-withdrawal disbursement (Item J).
- ▶ If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).
- ▶ If the amounts in Box I and Box E are equal, **STOP**. No further action is necessary.

#### J. Post-withdrawal disbursement

From the amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

$$9,502.00 - 9,502.00 = 0.00$$

Box I                      Box E                      Box J

#### K. Title IV aid to be returned

From the Total Title IV aid disbursed for the period (Box E) subtract the Amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

$$9,502.00 - 9,502.00 = 0.00$$

Box E                      Box I                      Box K

**STEP 5: Amount of Unearned Title IV Aid Due from the School**

<b>L. Institutional Charges for the Period.</b>	Tuition	4,500.00
	Room	
	Board	
	Other	
	Other	
Total Institutional Charges (Add all the charges together)		<b>L. 4,500.00</b>

**M. Percentage of unearned Title IV aid**  
 $\frac{100.0\%}{\text{Box H}} - \frac{100.0\%}{\text{Box H}} = \frac{0.0\%}{\text{Box M}}$

**N. Amount of unearned charges**  
 Multiply institutional charges for the period (Box L) by the Percentage of unearned Title IV aid (Box M).  
 $\frac{4,500.00}{\text{Box L}} \times \frac{0.0\%}{\text{Box M}} = \frac{0.00}{\text{Box N}}$

**O. Amount of school to return**  
 Compare the amount of Title IV aid to be returned (Box K) to Amount of unearned charges (Box N), and enter the lesser amount.  
**O. 0.00**

**STEP 6: Return of Funds by the School**

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed for each source.

Title IV Programs	Amount for School to Return
1. Unsubsidized FDLP / FFELP	0.00
2. Subsidized FDLP / FFELP	0.00
3. Perkins Loan	0.00
4. PLUS FDLP / FFELP (Grad Student)	0.00
5. PLUS FDLP / FFELP (Parent)	0.00
<b>Total loans the school must return = P. 0.00</b>	
6. Pell Grant	0.00
7. Academic Competitiveness Grant	0.00
8. National SMART Grant	0.00
9. FSEOG	0.00
10. TEACH Grant	0.00

**STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student**

From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O).

$\frac{0.00}{\text{Box K}} - \frac{0.00}{\text{Box O}} = \frac{0.00}{\text{Box Q}}$

► If Box Q is < or = zero, **STOP**. If > zero, go to Step 8.

**STEP 8: Repayment of the Student's loans**

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These outstanding loans consist either of loan funds that student has earned, or unearned loan funds that the school is not responsible for repaying, or both; and they are repaid to the loan holders according to the terms of the borrower's promissory note.

$\frac{6,727.00}{\text{Box B}} - \frac{0.00}{\text{Box P}} = \frac{6,727.00}{\text{Box R}}$

- If Box Q is less than or equal to Box R, **STOP**. The only action a school must take is to notify the holders of the loans of the student's withdrawal date.
- If Box Q is greater than Box R, Proceed to Step 9.

**STEP 9: Grant Funds to be Returned**

**S. Initial amount of Title IV grants for student to return**  
 From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

$\frac{0.00}{\text{Box Q}} - \frac{6,727.00}{\text{Box R}} = \frac{0.00}{\text{Box S}}$

**T. Amount of Title IV grant protection**  
 Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

$\frac{2,775.00}{\text{Box F}} - \frac{50.00\%}{\text{Box F}} = \frac{0.00}{\text{Box T}}$

**U. Title IV grant**  
 From the initial amount of unearned Title IV aid due from the student (Box S) subtract the amount of loans to be repaid by the student (Box T).

$\frac{0.00}{\text{Box S}} - \frac{0.00}{\text{Box T}} = \frac{0.00}{\text{Box U}}$

- If Box U is less than or equal to zero, **STOP**. If not, go to step 10.

**STEP 10: Return of Grants Funds by the Student**

Except as noted below, the student must return the unearned grant funds for which he/she is responsible (Box U). The grant funds returned by the student are applied to the following sources in the order indicated, up to the total amount disbursed from that grant program minus any grant funds that school is responsible for returning to that program in Step 6.

Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.

Title IV Grant Programs:	Amount to Return
1. Pell Grant	0.00
2. Academic Competitiveness Grant	
3. National SMART Grant	
4. FSEOG	
5. TEACH Grant	

## INSTITUTIONAL REFUND/DROP POLICY “STUDENT’S RIGHT TO CANCEL”

This is a state mandated policy following the Bureau for Private Postsecondary Education Code of Regulation 71750. This policy applies to all students and programs.

- ① You have the right to cancel your enrollment contract and obtain a refund of charges paid through attendance at the fifth (5th) class session, or the seventh (7th) calendar day after enrollment, whichever is later. YOU MUST CANCEL IN WRITING. Students do not have the right to cancel by telephoning the school or by not coming to class. SFIEC shall refund 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed \$250, if notice of cancellation is made through attendance in the 5th class session or 7th day after enrollment, whichever is later.
- ② Any monies due to the student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
  - a. A student is not accepted by the school. This student shall be entitled to a refund of all monies paid to the school except a nonrefundable registration fee.
  - b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, through attendance at the fifth (5th) class session, or the seventh (7th) calendar day after enrollment, whichever is later. In this case, all monies collected by the school shall be refunded except a nonrefundable application fee. This policy applies regardless of whether or not the student has actually started training.
  - c. A student who cancels his/her contract after the seventh (7th) calendar day of signing the contract but prior to entering classes is entitled to a refund of all monies paid to the school less a registration fee of \$75.00.
  - d. A student notifies the institution of his/her official withdrawal in writing.
  - e. A student is expelled by the institution.
  - f. For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on the written notification at the following address: *San Francisco Institute of Esthetics & Cosmetology, 1067 Folsom Street, 2nd Floor, San Francisco, CA 94103*, or by the date said information is delivered to the school administrator/owner in person. Written cancellations need not take any particular form.
  - g. Monies paid for the student kit are nonrefundable unless the student cancels within 7 (seven) business days of signing the enrollment contract or the student cancels prior to entering class.
  - h. A student on an approved leave of absence notifies the school that he/she will not be returning. That date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
- ③ Any monies due a student who unofficially withdraws from the institution shall be refunded within 30 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student’s actual last date of attendance.
- ④ When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
- ⑤ All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment contract.



- ⑥ Monies paid for supplies and equipment are nonrefundable after seven (7) calendar days of signing the enrollment contract, but prior to entering classes, whichever is later.
- ⑦ If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- ⑧ If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- ⑨ A student's account may be sent to collections for nonpayment.
- ⑩ If an institution closes or discontinues a program prior to the completion of the contracted services, the institution shall provide a pro-rata refund only if the Bureau determines the school made provisions for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the student beyond the amount of the total charges in the original enrollment agreement. If the institution does not make that provision, the institution shall provide students a full refund of all institutional charges.
- ⑪ A student is entitled to a refund of monies not paid from federal student aid program funds. Students are responsible for the amount owed. If a student obtains a student loan, he/she is responsible for repaying the loan amount, plus interest, less the amount of any refund. The institution shall also provide a pro rata refund of non-federal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance. SFIEC shall refund 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed \$250, if notice of cancellation is made through attendance in the 5th class session or 7th day after enrollment, whichever is later.

If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

- ① The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- ② You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

**Step 1:** Identify all amounts paid for instruction less cost of equipment.

**Step 2:** Subtract the registration/application fee not to exceed \$250.00. The school does not charge an application fee the student is only charged a registration fee of \$75.00.

**Step 3:** Apply a pro rata refund based on the percentage of scheduled hours completed in the program.

An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965. The institution shall also provide a pro rata refund of non-federal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

**Step 1:** Identify all amounts paid for instruction less cost of equipment.

**Step 2:** Subtract the registration/application fee not to exceed \$250.00.

**Step 3:** Apply a pro rata refund based on the percentage of scheduled hours completed in the program.

If you cancel after the cancellation date, the following schedule of tuition pro rata refund shall apply for Cosmetology students:

<b>Percentage of Enrollment (scheduled) Cosmetology 1600 hours</b>		<b>Due to SFIEC</b>
0.01%-10%	1 - 160 hours	Up to 10%
10.1% - 25%	161.1 - 400 hours	Up to 25%
25.1% - 50%	400.1 - 800 hours	Up to 50%
50.1% - 60%	800.1 - 960 hours	Up to 60%
60.1% or more	960.1 - 1600 hours	100%

If you cancel after the cancellation date, the following schedule of tuition pro rata refund shall apply for Barbering students:

<b>Percentage of Enrollment (scheduled) Barbering 1500 hours</b>		<b>Due to SFIEC</b>
0.01%-10%	1 - 150 hours	Up to 10%
10.1% - 25%	151.1 - 375 hours	Up to 25%
25.1% - 50%	375.1 - 750 hours	Up to 50%
50.1% - 60%	750.1 - 900 hours	Up to 60%
60.1% or more	900.1 - 1500 hours	100%

If you cancel after the cancellation date, the following schedule of tuition pro rata refund shall apply for Esthetics students:

<b>Percentage of Enrollment (scheduled) Esthetics 600 hours</b>		<b>Due to SFIEC</b>
0.01%-10%	1 - 60 hours	Up to 10%
10.1% - 25%	60.1 - 150 hours	Up to 25%
25.1% - 50%	150.1 - 300 hours	Up to 50%
50.1% - 60%	300.1 - 360 hours	Up to 60%
60.1% or more	360.1 - 600 hours	100%

If you cancel after the cancellation date, the following schedule of tuition pro rata refund shall apply for nail technology students:

<b>Percentage of Enrollment (scheduled) Nail Technology 400 hours</b>		<b>Due to SFIEC</b>
0.01%-10%	1 - 40 hours	Up to 10%
10.1% - 25%	40.1 - 100 hours	Up to 25%
25.1% - 50%	100.1 - 200 hours	Up to 50%
50.1% - 60%	200.1 - 240 hours	Up to 60%
60.1% or more	240.1 - 400 hours	100%

San Francisco Institute of Esthetics & Cosmetology does not have a pending petition in bankruptcy, has never filed for bankruptcy petition within the preceding five (5) years, nor operated as a debtor in possession or had a petition of bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.



You have the right to cancel your enrollment contract and obtain a refund of charges paid through attendance at the fifth (5th) class session, or the seventh (7th) calendar day after enrollment, whichever is later. **YOU MUST CANCEL IN WRITING.** Students do not have the right to cancel by telephoning the school or by not coming to class. The school will remit a refund less an application fee, if applicable, within 45 days following your withdrawal, you are only obligated to pay only for educational services rendered and your kit, equipment, textbooks, supplies.

IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the school or failing to attend classes. If you have any complaints, questions, or problems that you cannot resolve with the school, write or call the Bureau for Private Postsecondary Education 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589, or visit its Web site at [www.bppe.ca.gov](http://www.bppe.ca.gov).

**YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU RECEIVE A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT, PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.**

## COLLECTIONS POLICY

Future Professionals are responsible for making monthly payments on tuition balances. Failure to make monthly payments will result in delinquency or default with the following serious consequences:

- ① You may not be eligible to attend any additional hours or re-enroll into another Paul Mitchell school.
- ② The entire unpaid amount of the balance may immediately become due and payable.
- ③ The delinquency or default will be reported to national credit bureaus negatively affecting your credit rating.
- ④ A poor credit rating may prevent you from obtaining loans for other purchases, such as a car or home.
- ⑤ All outstanding balances are subject for outsource collections. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the Withdrawal and Settlement Policy.
- ⑥ A \$35 late fee will be charged for late tuition payments, as well as a \$35 NSF fee for returned checks.

## STUDENT FINANCIAL AID RELEASE

San Francisco Institute of Esthetics & Cosmetology student applicants agrees that San Francisco Institute of Esthetics & Cosmetology does not guarantee the student loan process in any respect. A federal Parent PLUS Loan requires a credit check and is based on the parent's credit. Pre-approval for a federal Parent PLUS Loan does not guarantee that the parent will receive a federal Parent PLUS Loan. It is critical that the parent be able to pass a credit check when the loan is certified. The school has no control over the approval or decline of a parent's credit history. Nor does the school assume any responsibility for mistakes on any Department of Education financial aid forms. It is the student's responsibility to ensure all forms are accurate and complete.

Federal Loan information is available in the National Student Loan Database System (NSLDS) and will be accessible by Servicers and Schools, as authorized.

## **ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION**

Students will be given written notice advising them that a conviction of illegal drugs, of any offense, during an enrollment period for which the student was receiving Title IV financial aid will result in the loss of eligibility for any Title IV per HEA Sec. 484(r)(1) and 20 U.S.C. 1091(r)(1). Students whose eligibility has been suspended due to a drug conviction may resume eligibility if they successfully pass two (2) unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established under HEA Sec. 484(r)(2) (20 U.S.C. 1091(r)(2)).

## **CREDIT BALANCE POLICY**

If Title IV disbursements result in a credit balance on the student's account, the Financial Aid office will notify the student. The student has the option to have the school hold the credit balance and can complete an authorization for the school to hold the funds by obtaining an authorization form from the Financial Aid Department. If the student does not want the school to hold their funds, all credit balance disbursements and refunds due to funding source will be processed within 14 days of the credit balance appearing on the student account. Regardless of the chosen option the school will clear all credit balances on a student account by the end of the award year.

## **POLICY FOR VERIFICATION OF TITLE IV FUNDING**

The school follows policies and procedures for verification of Title IV funding. Verification is a requirement by the U.S. Department of Education. Students are randomly selected to provide additional information. The school provides students with a verification form, so they can collect the necessary information. The school gives the student a 30-day deadline to return the form to the financial office with verification items attached. If verification documents are not submitted by the due date, the student will be placed on a monthly cash-pay status until the verification is completed. FAME handles student overpayments and alerts the school, so it can make changes to the award packet, which is reported to the Common Origination and Disbursement (COD) office for the Department of Education.

## **SPECIAL PROVISIONS FOR BOOKS AND SUPPLIES**

In order to academically succeed in a program, a Federal Pell Grant student must have the ability to purchase books and supplies at the beginning of the academic period. By the seventh day of a payment period, the school will provide a way for a student who is eligible for a Federal Pell Grant to obtain or purchase the books and supplies required for the payment period if:

- ① ten days before the beginning of the payment period, the school could have disbursed FSA funds to the student; and
- ② disbursement of those funds would have created an FSA credit balance.

The school will consider all the FSA funds a student is eligible to receive at the time it makes the determination, but the school need not consider aid from non-FSA sources.

The amount the school must provide is the lesser of the presumed credit balance or the amount determined by the school that the student needs to obtain the books and supplies. In determining the required amount, the school may use the actual costs of books and supplies or the allowance for those materials used in estimating the student's cost of attendance for the period. A student may decline to participate in this process to obtain or purchase books and supplies, if they so choose.

## MAKEUP WORK

Students must complete all required assignments and exams.

## MAKEUP HOURS

To avoid excessive overtime charges and to ensure an on time graduation, students can makeup hours during course times the student is not normally scheduled for attendance. (For example: evening classes for full time day students). Students must maintain their scheduled hours to qualify for additional hours and have an elective request form signed off by their Learning Leader before attending another scheduled class or clinic classroom time. Students must complete a Future Professional Make-Up Request Form indicating the date, time, activity completed, and the name of the Learning Leader who supervised the make-up time.

## SATISFACTORY ACADEMIC PROGRESS POLICY

Future Professionals enrolled in any NACCAS approved program must meet formal standards that measure satisfactory academic progress towards graduation. The policy is provided to all students on or before the first class session. The policy is consistently applied to all students. *Satisfactory Academic Progress Policy is maintained in the student's file.*

## QUANTITATIVE AND QUALITATIVE FACTORS

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining:

- 1 A minimum cumulative average on written exams of 85% for Cosmetology, Barbering, Nail Technology and Esthetics.
- 2 A minimum cumulative average on practical exams of 80% for Cosmetology, Barbering, Nail Technology and Esthetics.
- 3 Maintain at least a 70% attendance rate of their scheduled hours. \*\*
- 4 Grades are based on a 100% scale. Progress is evaluated at the hour markers listed in the chart below.

*\*\*To determine your rate of attendance, divide the cumulative number of hours completed by the scheduled hours to date.*

A student who has not achieved the minimum written cumulative GPA of 85% and minimum practical cumulative GPA of 80% and/or who has not successfully completed at least a cumulative rate of attendance of 70% is not eligible for Title IV assistance, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

## GRADING SCALE

SFIEC uses the below grading scale for written exams:

90% - 100%	A
85% - 89%	B
Below 85%	Failing

SFIEC uses the below grading scale for practical exams:

90% - 100%	A
80% - 89%	B
Below 80%	Failing

## SATISFACTORY ACADEMIC PROGRESS REPORT

Satisfactory academic progress is measured by the following San Francisco Institute of Esthetics & Cosmetology standards:

Program Name	First SAP Report	Second SAP Report	Third SAP Report
Cosmetology	450 hours	900 hours	1,250 hours
Barbering	450 hours	900 hours	1,200 hours
Esthetics	300 hours	N/A	N/A
Nail Technology	200 hours	N/A	N/A

**Note: All hours are based on actual hours**

The first evaluation will occur no later than the midpoint of the academic year.

The following grading system is used to evaluate a student's academic ability:

- ① Examinations are given in all subjects.
- ② Grades and attendance (Satisfactory Academic Progress) records are reviewed and signed by the student and maintained in the student's financial file. The Satisfactory Academic Progress will reflect if the student evaluation will impact the student's eligibility for Financial Aid. The student may request to review their financial aid file from the Financial Aid Leader or Director.

Practical and clinical work is graded by a signature on the student's practical clinic worksheet or guest ticket. A signature from an instructor represents a passing grade which means all elements of the practical grading criteria were met. No signature indicates a failing score which means one or more of the practical grading criteria elements were not met and the student has not met minimum satisfactory standards on the practical application. Students are required to continue and/or repeat the practical application until they receive a signature from an instructor. Students must make up failed or missed tests and incomplete assignments.

**\*The school uses a 900-hour academic year for Title IV purposes.**

## VETERANS POLICY STATEMENT – Addendum for the Esthetics Program

### STANDARDS OF PROGRESS, CFR 21.4253 (d) (1) (ii)

Students certified to receive veteran benefits for Esthetics program whose satisfactory academic progress is below 85% for written exams and 80% practical exam will be placed on probation. Failure to raise the cumulative average on the written and practical exam to the graduation standard of 85% and 80% respectively after two consecutive terms on probation will have their veteran benefits interrupted. First progress will be evaluated at 300 hours and 2nd progress will be evaluated at 450 hours. PREVIOUS EDUCATION AND TRAINING, CFR 21.4253 (d) (3).

## COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME

Full-time day students attend five (5) days Tuesday through Saturday, 35 hours per week, from 8:30 AM to 4:30 PM Tuesday through Friday and from 9:00 AM to 5:00 PM on Saturday. Full-time 4-day students attend four (4) days Tuesday through Thursday and Saturday, 31 hours per week, from 12:30 pm to 9:30 pm Tuesday through Thursday and from 9:00 am to 5:00 pm on Saturday. Part-time 4 day students attend class four (4) days (Tuesday through Friday), 28 hours per week, from 8:30 AM to 4:30 PM. Part-time evening students attend five (5) days (Tuesday through Saturday), 23 hours per week, from 5:30 PM to 9:30 PM Tuesday through Friday and from 9:00 AM to 5:00 PM on Saturday.

The state of California requires 1600 clock hours for the cosmetology course. Students are expected to complete the course in no more than 143% of the program length. If a student is never absent, he/she should complete the course within 46 weeks for a full-time day student, 52 weeks for full-time 4-day student, 58 weeks for a part-time day student, and 70 weeks for a part-time evening student.

The state of California requires 1500 clock hours for the barbering course. Students are expected to complete the course in no more than 143% of the program length. If a student is never absent, he/she should complete the course within 43 weeks for full-time day student, 49 weeks for full-time 4-day students, 54 weeks for a part-time day student, and 66 weeks for part-time evening students.

The state of California requires 600 clock hours for the esthetics course. Students are expected to complete the course in no more than 143% of the program length. If a student is never absent, he/she should complete the course within 18 weeks for a full-time day student, 20 weeks for a full-time 4-day student, 22 weeks for a part-time day student, and 27 weeks for a part-time evening student.

The state of California requires 400 clock hours for the nail technology course. Students are expected to complete the course in no more than 143% of the program length. If a student is never absent, he/she should complete the course within 18 weeks for a full-time day student.

## MAXIMUM TIME FRAME

Students must complete the educational program within the maximum time frame, which is based on attending at least 70% of the scheduled hours.

COURSE	LENGTH	MAXIMUM TIME FRAME
Cosmetology Full-time Day	46 weeks	66 weeks
Cosmetology Full-time 4-Day	52 Weeks	74 Weeks
Cosmetology Part-time Day	58 weeks	82 weeks
Cosmetology Part-time Evening	70 weeks	100 weeks
Barbering Full-time Day	43 Weeks	62 Weeks
Barbering Full-time 4-Day	49 Weeks	70 Weeks
Barbering Part-time Day	54 Weeks	77 Weeks
Barbering Part-time Evening	66 Weeks	94 Weeks
Esthetics Full-time Day	18 weeks	25 weeks
Esthetics Full-time 4-Day	20 weeks	28 weeks
Esthetics Part-time Day	22 weeks	31 weeks
Esthetics Part-time Evening	27 weeks	37 weeks
Nail Technology Part-time Evening	18 weeks	25 weeks

The maximum time frame allowed for transfer students who need less than full course requirements or part-time students will be determined based on 70% of the scheduled contracted hours. If a student fails to complete the program within the maximum time frame they will lose their eligibility for Title IV programs, if applicable, but they will be able to complete the program on a cash pay basis.

## INTERRUPTIONS, COURSE INCOMPLETES, AND WITHDRAWALS

If the student needs to take off more time than allotted in the contract or more than 14 consecutive calendar days without an approved Leave of Absence (LOA), he/she must drop and reenroll when ready to return. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal.

## NONCREDIT, REMEDIAL COURSE, AND REPETITIONS

Course incompletes, repetitions, and noncredit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

## **TRANSFER HOURS**

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution.

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory progress until the next scheduled evaluation.

## **WARNING**

Students failing to meet minimum requirements for attendance and/or academic progress will be placed on Financial Aid Warning and considered to be making satisfactory academic progress while during the warning period which is until the next evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the warning period, the student has still not met both academic and/or attendance requirements, he/she may be placed on probation and, if applicable, the student may be deemed ineligible to receive Title IV funds.

## **PROBATION**

Students who fail to meet the minimum requirements for attendance and academic progress after the Warning period, the student will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal.

Additionally, only students who have the ability to meet satisfactory academic progress policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making satisfactory academic progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or set forth by the academic plan, the student will be determined as NOT making satisfactory academic progress, and if applicable, the student will not be deemed eligible to receive Title IV funds.

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS for those who qualify**

Students may re-establish satisfactory academic progress and Title IV funding, as applicable, by meeting the minimum attendance and academic requirements by the end of the warning or probationary period.



## APPEAL PROCEDURE

The student must submit a written appeal to SFIEC Financial Aid Leader describing why they failed to meet satisfactory academic progress standards. A student may appeal the Financial Aid ineligible decision if he/she has a reason for not making satisfactory progress, if he/she can document that the circumstances that caused the unsatisfactory academic progress determination have in some way changed and that satisfactory academic progress standard can be met by the end of the next evaluation period. A student has five (5) calendar days from the date of notification that they are not meeting the second consecutive satisfactory progress determination to appeal the unsatisfactory academic progress determination.

The reasons for which a student may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstances.

The Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

If the appeal is granted the student will be placed on Financial Aid Probation for one evaluation period. If the student has not met academic and/or attendance requirements for two (2) consecutive evaluation periods, and does not prevail on appeal, the student will be determined as not making satisfactory progress and may be terminated.

This policy applies to all students regardless of whether or not they are eligible for Title IV funding programs. In order to comply with USDE requirements the terminology financial aid warning or financial aid probation will be used for both Title IV and non-Title IV students.

## LEAVE OF ABSENCE

Leave of Absence (LOA) requests are granted on a case-by-case basis. Students must request, in writing, medical and family emergency absences to the Financial Aid Leader. There must be a reasonable expectation that the student will return from LOA. The Financial Aid Leader and the student will decide on a return date and the contract end date will be extended in your enrollment contract without an additional charge. San Francisco Institute of Esthetics & Cosmetology must extend the contract at the same number of days taken in the Leave of Absence (LOA). A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

If a student is on an approved Leave of Absence (LOA) and does not plan to return, he/she must notify the Financial Aid Leader in writing. The date of withdrawal will be determined by San Francisco Institute of Esthetics & Cosmetology, using the earliest of the dates: the last day of the Leave of Absence (LOA) or the date San Francisco Institute of Esthetics & Cosmetology was notified.

If the student fails to return or contact the school Financial Aid Leader on the documented return dates, the student will be considered to have withdrawn from the school as of that date.

For refund calculation purposes, the date of withdrawal will be the student's last date of attendance. A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

Note: San Francisco Institute of Esthetics & Cosmetology reserves the right to refuse a Leave of Absence (LOA) without written medical authorization. The maximum length for a Leave of Absence (LOA) is 180 days in any 12 month period.

## STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY

The Family Educational Rights and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to:

- 1 Review their education records,
- 2 Seek to amend inaccurate information in their records, and
- 3 Provide consent for the disclosure of their records.

Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records, with a staff member present, within 45 days from the date of the request. Copies of all records can be requested at \$0.20 per page.

### General Release of Information

Except under the special conditions described in this policy, a student must provide written consent each time before the school may disclose personally identifiable information from the student's education records. The written consent must:

- 1 State the purpose of the disclosure,
- 2 Specify the records that may be disclosed,
- 3 Identify the party or class of parties to whom the disclosure may be made, and
- 4 Be signed and dated.

### FERPA Disclosures to Parents

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS rules.

Note that the IRS definition of a dependent is quite different from that of a dependent student for Federal Student Aid (FSA) purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

A school may disclose information from a student's education records to parents in the case of a health or safety emergency that involves the student.

A school may inform parents of students under age 21 when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

A school official may share with parents information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record.

### Release of Information to Regulatory Agencies

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" include employees of the Department of Education, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms under contract to the Department of Education to perform certain administrative functions or studies.

In addition, disclosure may be made if it is in connection with financial aid that the student has received or applied for. Such a disclosure may only be made if the student's information is needed to determine the amount of the aid, the conditions for the aid, or the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

San Francisco Institute of Esthetics & Cosmetology provides and permits access to student and other school records as required for any accreditation process initiated by the school or by the National Accrediting Commission of Career Arts and Sciences (NACCAS), or in response to a directive of said Commission.

### **Disclosures in Response to Subpoenas or Court Orders**

FERPA permits schools to disclose education records, without the student's consent, to comply with a lawfully issued subpoena or court order. In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure. The school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an ex parte order issued in connection with the investigation of crimes of terrorism.

### **Disclosures for Other Reasons**

There are two FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 34 CFR 99.31[a][13]). A separate provision permits a school to disclose to anyone the final results of any disciplinary hearing against an alleged perpetrator of a crime of violence in which that student was found in violation of the school's rules or policies with respect to such crime or offense (34 CFR 99.31[a][14]).

### **Directory Information**

San Francisco Institute of Esthetics & Cosmetology does not publish "directory information" on any student.

### **Record Maintenance**

All requests for releases of information are maintained in the student's file as long as the educational records are kept. Student records are maintained for a minimum of six (6) years. Your academic records will be kept at San Francisco Institute of Esthetics & Cosmetology for six (6) years. Student transcripts will be retained permanently. You should keep copies of all written information for your personal records. Requests for additional copies should be made in writing to the Placement or Financial Aid Leader. The first copy upon graduation is complimentary; each additional copy will incur a fee of \$10.00, plus any shipping charges *The student may contact the schools Financial Aid Leader or School Director for copies of his or her educational and financial records.*

### **Amendment to Student Records**

Students have the right to seek an amendment to their school records. To seek an amendment, students must meet with the Financial Aid Leader and bring any supporting documentation to show that the record is incorrect.

A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under the Family Educational Rights and Privacy Act. The Office's address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202.

## PERFORMANCE STATISTICS/JOB OUTLOOK

San Francisco Institute of Esthetics & Cosmetology is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and recognized by the U.S. Department of Education. Each agency requires schools to provide important information regarding outcome rates in the areas of completion, placement, and licensure; however, each agency requires that we provide outcome rates differently. NACCAS requires schools to list the outcome rates for each main campus and all additional campuses as a whole. In this case, San Francisco Institute of Esthetics & Cosmetology is a Main campus. NACCAS requires schools to list the outcome rates also by program. The U.S. Department of Education, requires outcome rates be provided based upon the individual location. If you have any questions regarding our outcome rates, please see our Admissions Team for assistance.

San Francisco Institute of Esthetics & Cosmetology campus performance statistics for the calendar year 2018:

Graduation	Placement	Licensure
82.35%	64.29%	93.75%

### Cosmetology

Graduation	Placement	Licensure
78%	66%	89%

### Barbering

Graduation	Placement	Licensure
76%	77%	100%

### Esthetics

Graduation	Placement	Licensure
87%	59%	96%

### Nail Technology

Graduation	Placement	Licensure
82.35%	64.29%	93.75%

NACCAS' 2018 Annual Report is derived from a single cohort of students – those scheduled to graduate in 2018. NACCAS' graduation, placement and licensure definitions are described below:

**Graduation:** Based on all students scheduled to graduate from the program in 2018. The scheduled graduation date is a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes and re-enrollments have been accounted for). A student may count as a graduate if they have completed all applicable graduation requirements at the institution.

**Licensure:** Based on graduates from the graduation cohort who sat for all parts of their required licensure exam prior to November 30, 2019. A student in the licensure cohort may count as a "pass" if they pass all required portions of the examination prior to November 30, 2019.

Placement: Based on graduates from the graduation cohort who are eligible for placement. A student may count as placed if they are employed in a field for which their training prepared them prior to November 30, 2019. Students may be excluded from the calculation if they fall into one of the categories listed. In 2018, the school excluded the following number of students\* based on each of the following categories:

- ① The graduate is deceased 0
- ② The graduate is permanently disabled 0
- ③ The graduate is deployed for military service/duty 0
- ④ The graduate studied under a student visa and is ineligible for employment in the U.S. 0
- ⑤ The graduate continued his/her education at an institution under the same ownership (e.g., a graduate of your cosmetology program subsequently enrolled in the instructor program of an institution under the same ownership) 0

**Total Excluded 0**

The U.S. Bureau of Labor Statistics publishes information regarding the hairdressing and cosmetology profession at: <http://www.bls.gov/ooh/personal-care-and-service/barbers-hairdressers-and-cosmetologists.htm>.

The median hourly wage for hairdressers, hairstylists, and cosmetologists was \$11.89 in May 2018. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$8.65, and the highest 10 percent earned more than \$24.09.

The median hourly wage for barbers was \$13.44 in May 2018. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$9.27, and the highest 10 percent earned more than \$25.29.

The median hourly wage for skincare specialists was \$15.05 in May 2018. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$9.29, and the highest 10 percent earned more than \$28.75.

The median hourly wage for manicurists and pedicurists was \$11.70 in May 2018. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$9.47, and the highest 10 percent earned more than \$16.10.

## BUREAU FOR PRIVATE POSTSECONDARY EDUCATION RATES

BPPE San Francisco Institute of Esthetics & Cosmetology cosmetology performance statistics for the calendar year 2018:

On-Time Completion	On-Time Completion within 150% of the Program	Licensure	Placement
12%	71%	79%	32%

BPPE San Francisco Institute of Esthetics & Cosmetology esthetics performance statistics for the calendar year 2018:

On-Time Completion	On-Time Completion within 150% of the Program	Licensure	Placement
42%	82%	96%	35%

BPPE San Francisco Institute of Esthetics & Cosmetology barbering performance statistics for the calendar year 2018:

On-Time Completion	On-Time Completion within 150% of the Program	Licensure	Placement
5%	68%	58%	40%

BPPE San Francisco Institute of Esthetics & Cosmetology nail technology performance statistics for the calendar year 2018:

On-Time Completion	On-Time Completion within 150% of the Program	Licensure	Placement
40%	80%	0%	50%

## STUDENTS RIGHT-TO-KNOW - COMBINED DEPARTMENT OF EDUCATION RATES (IPEDS)

Graduation
82%

San Francisco Institute of Esthetics & Cosmetology must prepare the completion and graduation rate of its certificate- or degree-seeking, first-time, full-time undergraduate students each year. The rates will track the outcomes for students for whom 150% of the normal time for completion or graduation has elapsed. Normal time is the amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. These rates are generated from the school student record management system.

## CAREER OPPORTUNITIES

### **Cosmetology:**

Career opportunities for Cosmetologists include, but are not limited to, Hair Stylist, Color Stylist, Makeup Artist, Nail Technologist, Educator, Salon Owner or Manager, Product Trainer, Platform Artist, Esthetician, and many more. As an example, the average income for a licensed Cosmetologist, as reported by the Bureau of Labor Statistics in May 2013, ranges from \$17,010 to \$44,220. See Bureau of Labor Statistics website for further details. <http://www.bls.gov/oes/current/oes395012.htm#nat>

### **Barbering:**

Career opportunities for Barbers include, but are not limited to, Barber, Hair Stylist, Color Stylist, Educator, Salon Owner or Manager, Product Trainer, Platform Artist, and many more. As an example, the average income for a licensed Barber, as reported by the Bureau of Labor Statistics in May 2013, ranges from \$17,370 to \$44,190. See Bureau of Labor Statistics website for further details. <http://bls.gov/oed/current/oes395011.htm>

### **Esthetics:**

Career opportunities for Estheticians include, but are not limited to, Makeup Artist, Spa Esthetician, Waxing Specialist, Educator, Product Representative or Trainer, Spa Owner or Manager, working as an Esthetician in a Dermatologist's or Plastic Surgeon's office, and many more. As an example, the average income for a licensed Esthetician, as reported by the Bureau of Labor Statistics in May 2013, ranges from \$17,480 to \$56,930. See Bureau of Labor Statistics website for further details. <http://www.bls.gov/oes/current/oed395094.htm>

### **Nail Technology:**

Career opportunities for Nail Technology professionals include, but are not limited to, Manicurist/ Pedicurist in a Podiatrist's office, Spa/Salon Manicurist, and Front Desk. As an example, the average income for a licensed Nail Technology professional, as reported by the Bureau of Labor Statistics in May 2013, ranges from \$16,700 to \$30,330. See Bureau of Labor Statistics website for further details. <http://www.bls.gov/oes/current/oes395092.htm>

## LIST OF LIBRARY REFERENCE MATERIALS

*The Men's Cutting System / The Men's Cutting System / The Color System / The Coloring Book / The Cutting Book / The Skill Cards / MASTERS Audio/Milady's Standard Nail Technology 7th Ed., Course Mate/Milady's Standard Esthetics: Fundamentals, 11th Ed., Course Mate/Milady's Standard Cosmetology 2012, Course Mate/Milady's Standard Professional Barbering, 5th Ed., Course Mate/Milady's Standard Professional Barbering, 5th Ed. Textbook*

The library is located in the Education Leader's office. Student wishing to checkout something from the library must see the Education Leader or Future Professional Advisor.



## STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at San Francisco Institute of Esthetics & Cosmetology. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience.

### Basic Rules and Regulations

San Francisco Institute of Esthetics & Cosmetology upholds the following basic rules and regulations for you to adhere to:

- 1 If you are found to be under the influence of alcohol or drugs, you will be subject to dismissal.
- 2 You have the right to withdraw from San Francisco Institute of Esthetics & Cosmetology at any time.
- 3 Nothing less than complete respect for clients, peers, and San Francisco Institute of Esthetics & Cosmetology team members will be tolerated.
- 4 You are graded based on the following passing scores: Cosmetology, Barbering and Nail Technology (80% for written exams, 75% for practical exams) and Esthetics (85% for written exams, 80% for practical exams), as outlined by the California Board of Barbering and Cosmetology, based on a 100% scale.
- 5 If you are unable to maintain grades on written exams to San Francisco Institute of Esthetics & Cosmetology standards, you will be monitored for a period of eight (8) weeks. If you are unable to improve during the eight-week period, you may be expelled.
- 6 Professional dress is required at all times. No denim, beachwear, tennis shoes, open-toed shoes, or sleeveless shirts are allowed. Learning Leaders reserve the right to advise you on appropriate dress.
- 7 Written warnings may take place between you and the Director, Education Leader, and/or Mentor. The warning will be part of your academic file and improvement is expected.
- 8 Your academic records will be kept at San Francisco Institute of Esthetics & Cosmetology for five (5) years. You should keep copies of all written information for your personal records. Requests for additional copies should be made in writing to the Placement or Financial Aid Leader. The first copy upon graduation is complimentary; each additional copy will incur a fee of \$10.00, plus any shipping charges.
- 9 Acts of indecency or violence will be grounds for immediate dismissal.

Failure to follow San Francisco Institute of Esthetics & Cosmetology's Code of Conduct will result in disciplinary action and the Future Professional may be terminated.

San Francisco Institute of Esthetics & Cosmetology reserves the right to modify the rules and regulations at any time and Future Professionals will be advised of any and all modifications.

## Attendance and Documentation of Time

- 1 The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized time clock and does not round hours. In order to ensure proper clock hours are credited, full-time and part-time students are required to clock in/out four times a day: when they arrive to school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. Part-time night students are required to clock in/out two times a day.
- 2 The school is open from 8:30 a.m. to 9:30 p.m. Tuesday through Friday for day, part-time and night students and Saturday, 9:00 a.m. to 5:00 p.m.
- 3 All courses require continuous attendance.
- 4 The prescribed attendance schedule must be maintained each week.
- 5 Full-time and part-time evening students may not miss Saturdays.
- 6 During the enrollment contract period, the student is allowed to miss 160 hours (cosmetology), 150 hours (barbering), 60 hours (esthetics), and 40 hours (nail technology) before having to pay extra instructional charges. If the student's training goes beyond the contracted ending date for course completion, the student will be charged an additional \$13.91 (cosmetology), \$11.50 (barbering and nail technology), \$15.97 (esthetics) for each hour completed after the contract ending date. The student may use the 160 hours (cosmetology), 150 hours (barbering), 60 hours (esthetics), and 40 hours (nail technology) allowed absent hours for vacation, appointments, illness, etc.

**\*\*Refer to the school enrollment contract for the Enrollment Contract Period definition.**

**Please note that if a student misses more than 14 consecutive calendar days, the student may be terminated from the program.**

- 7 Students who are late or cannot attend school must contact the school.

**Instructions for Absences and Tardiness** — Following these instructions:

**Same day:** Call San Francisco Institute of Esthetics & Cosmetology at (415) 355-1734 (ext. 8) and leave a message by 8:00 a.m. for both full-time and part-time 4 day students, by 12:00 p.m. for part-time day students, and 5:00 p.m. for part-time evening students. Clearly state the following information:

- |                 |              |  |
|-----------------|--------------|--|
| a. Day and date | c. Your name | e. Hours/dates you will be absent            |
| b. Time         | d. Program   | f. If late, state your expected arrival time |

*Example:* "Hello, its Wednesday, June 9 at 7:40 a.m. This is Jane Smith, a day Cosmetology student, and I will not be in today until 12:00 p.m. Thank you."

**In advance:** Fill out an Absence Request form at least one week in advance and submit it to your Learning Leader Mentor for approval. The approval or denial will be made using the Attendance Policy guidelines.

Student may receive disciplinary action for arriving late more than four (4) times during a cycle or being absent more than four (4) times during a cycle. For attendance purposes, the entire Esthetics and Nail Technology program is considered one cycle. The Cosmetology and Barbering program is divided into five cycles (Core, Adaptive 1, Adaptive 2, Creative 1, and Creative 2).

- 8 Students are required to be in attendance a minimum of seven (7) hours per day, 35 hours per week for the full-time schedule; 28 hours per week for part-time 4 day students; 24 hours per week for part-time day students; and 23 hours per week for part-time evening students. Holidays such as Thanksgiving, Christmas, and New Year's Day will be set according to the calendar each year. Students cannot bank hours and attend over 35 hours for full-time, 24 hours for part-time day, and 23 hours for part-time evening per week to make up for missing hours.
- 9 Students may not clock in or out for another student and must clock out when leaving the school facility.

**Professional Image:** A professional image is a requirement for successful participation in school. Students must maintain the following professional dress code:

You are required to follow a dress agreement and you will receive professional appearance guidelines from your Learning Leader Mentor. Students who fail to maintain a professional image will be asked to leave and return with appropriate attire. You must clock out while you are gone; you cannot accrue hours until you have returned and are dressed appropriately. No denim, beachwear, tennis shoes, open-toed shoes, or sleeveless shirts are allowed. Learning Leaders reserve the right to advise you on appropriate dress.

### **Barbering, Cosmetology and Nail Technology**

- ❶ Black bottoms (pants, dresses, or skirts) with a fashionable black shirt, blouse, or top.
- ❷ Clothing must be clean and free of stains.
- ❸ Shoes should be closed-toed, dark, professional, and comfortable for standing.
- ❹ Hair must be clean and styled prior to arriving at San Francisco Institute of Esthetics & Cosmetology.
- ❺ Use trend-appropriate make-up techniques and apply cosmetics prior to arriving at San Francisco Institute of Esthetics & Cosmetology.
- ❻ Jewelry is acceptable, as long as it does not get in the way of your work and does not offend others, including your clients.
- ❼ You must wear a name tag (Replacement name tags are \$8.00).
- ❽ You must wear a Future Professional photo identification card (Replacement ID cards are \$15).

**Note:** San Francisco Institute of Esthetics & Cosmetology does not offer the Nail Technology program at this time.

### **Esthetics**

- ❶ San Francisco Institute of Esthetics & Cosmetology shirt with black bottom (pants or skirt).
- ❷ Black, closed toe, soft-soled shoes appropriate for spa setting.
- ❸ Black socks or nylons (no white or light-colored socks).
- ❹ You must wear a name tag (Replacement name tags are \$8.00).
- ❺ You must wear a Future Professional photo identification card (Replacement ID cards are \$15).

### **Replacement ID and Name Tags Fee**

Should you need to replace your San Francisco Institute of Esthetics & Cosmetology ID or name tag, there is a replacement cost of \$15.00 for a Future Professional Photo Identification Card ID and \$8.00 for a name tag. Please inform San Francisco Institute of Esthetics & Cosmetology immediately if you've lost your ID card.

### **Sanitation and Personal Services**

- ① Students must keep workstations and classroom areas clean, sanitary, and clutter-free at all times.
- ② Students must clean their stations, including the floor, after each service.
- ③ Hair must be swept up immediately after a service is completed, before blow-drying.
- ④ Workstations must be cleaned at the end of the day, prior to clocking out for the day.
- ⑤ Students may receive services on Tuesday through Thursday. To receive a service, students must do the following prior to starting the service:
  - a. Fill out a service request form and have it signed by the Learning Leader.
  - b. Turn the form into the Service Desk.

### **Communication Guidelines and Professional Conduct**

- ① Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, student lounge, or clinic floor area.
- ② Only emergency calls are permitted on the business phone.
- ③ Cell phones are not permitted during class time.
- ④ Students may not visit with another student who is servicing a service guest.
- ⑤ Students may not gather around the reception desk, reception area, or offices.
- ⑥ San Francisco Institute of Esthetics & Cosmetology is a smoke-free campus.
- ⑦ Stealing or taking school property or another's personal property is unacceptable.
- ⑧ **School administration has the right to access and inspect your locker at any time.**

## Learning Participation Guidelines

- ① Peer teaching and tutoring is encouraged. Taking credit for another's work or cheating during exams is unacceptable.
- ② Students will be expected to maintain an average of 80% for Cosmetology, Barbering, and Nails or 85% for Esthetics on all theory exams and assignments.
- ③ Students must take all reservations assigned to them. This includes last-minute walk-ins.
- ④ Students may not be released from required theory class to take a service guest.
- ⑤ Only service desk personnel may schedule or change guest service appointments.
- ⑥ All services must be checked and the service ticket initialed by an instructor.
- ⑦ Students are expected to be continuously working on school-related projects, assignments, reading, or exam preparation during school hours.
- ⑧ Students will receive clock hours during the times they fully participate in their learning experience.
- ⑨ When students are not scheduled with service reservations or are not scheduled to attend theory or a class, they may focus on the following:
  - a. Completion of worksheets
  - b. Testing
  - c. Performing a service on another student
  - d. Listening to or reading school resource center materials, including educational videos, audiotapes, and books
- ⑩ Students must comply with school personnel and instructor's assignments and requests as required by the curriculum and student guidelines and rules.
- ⑪ Students may not perform hair, skin, or nail services outside of school unless authorized to do so by school administration. Conducting unauthorized hair, skin, or nail services outside of school will be reported to the state board and may result in your inability to receive a professional license.
- ⑫ Students are responsible for their own equipment. All equipment, tools, and personal items must be secured in their assigned locker. San Francisco Institute of Esthetics & Cosmetology is not responsible for any lost or stolen articles. Your locker remains the personal property of San Francisco Institute of Esthetics & Cosmetology at all times and no student is granted or should assume that there is any exception of privacy relating to the use of that locker. **School administration has the right to access and inspect your locker at any time.**

## Worksheets

### The following guidelines apply to worksheets:

- 1 You will clock in and out daily.
- 2 Instruction/operational worksheets are signed by Learning Leaders and will record weekly theory hours and practical operations.
- 3 It is important to keep accurate worksheets.

### It is unacceptable to violate any of the following rules, which can lead to termination:

- 1 Falsifying your worksheets.
- 2 Clocking in for someone other than for you.
- 3 *You must clock out when you leave the building.*
- 4 Worksheets may not be taken off the premises of San Francisco Institute of Esthetics & Cosmetology at any time.

For future use, your academic files are stored and locked outside the Financial Aid office on the 3rd floor. As part of our privacy policy, only you have access to your worksheets. We maintain worksheets for a minimum of five (5) years; after that, they will be recycled. If you have questions about your worksheets, ask your Learning Leader.

## DISCIPLINARY ACTION

Students may receive disciplinary action for any of the following:

- 1 Out of dress code agreement, including lack of name tag.
- 2 Leaving school without checking out with a staff member and/or clocking out.
- 3 Malicious gossip.
- 4 Neglecting to call in when late or absent at least 30 minutes before school starts.
- 5 Starting a service on anyone without a Learning Leader's permission.
- 6 Refusing a guest or being unavailable for a guest, including not being prepared with the proper tools.
- 7 Missing a mandatory Saturday.
- 8 Use of cell phones in non-permitted areas.
- 9 Smoking on the school campus, including in front of the building.
- 10 Arriving late more than four (4) times during a cycle.\*
- 11 Being absent more than four (4) times during a cycle.\*

\*For attendance purposes: the entire Esthetics and Nail Technology programs are considered one cycle. The Cosmetology and Barbering program is divided into five cycles (Core, Adaptive 1, Adaptive 2, Creative 1, and Creative 2).

## TERMINATION POLICY

San Francisco Institute of Esthetics & Cosmetology may terminate a student's enrollment for any of the following and given no warnings:

- ① On the sixth (6) disciplinary action for the Cosmetology and Barbering course and on the fourth (4) disciplinary action for the Esthetics and Nail Technology course.
- ② Drugs and/or alcohol use or possession.
- ③ Cheating or stealing.
- ④ Cheating on the time clock or receiving unearned hours.
- ⑤ Insubordination.
- ⑥ Late tuition payments.
- ⑦ Threatening statements or violence towards staff or students, including bullying.
- ⑧ Any behavior toward our guests, employees, or others connected with the school, which is discriminatory on the basis of sex, race, gender, age, color, ethnic origin, religion, disability, sexual orientation, or any other biases prohibited by law.

## WITHDRAWALS

Students will be withdrawn if absent fourteen (14) consecutive days without an approved Leave of Absence (LOA). San Francisco Institute of Esthetics & Cosmetology shall pay a refund owed, no later than thirty (30) days after the official withdrawal date. In the case of illness, a disabling accident, death in the immediate family or other circumstances beyond the future Professional's control, San Francisco Institute of Esthetics & Cosmetology may make a settlement that is reasonable and fair to both parties. For the purpose of this refund policy, enrollment time is the time elapsed between the enrollment date and the last date the Future Professional physically attended class.

If you withdraw from your contracted course, or fail to complete your training, you will have a notice placed in your academic file as to progress at the point of withdrawal.



## COACHING AND CORRECTIVE ACTION

Part of your learning experience includes fine-tuning and mastering the skills and behaviors of a beauty industry professional. The school team will coach all students to correct noncompliant or destructive behavior.

The following actions may be inspected for noncompliance:

- 1 **Attendance and Documentation of Time Guidelines:** Attendance, promptness, and documentation of work are cornerstones of successful work practices.
- 2 **Professional Image Standards:** Professional image standards were created to provide guidance and direction to students as they develop their professional image and persona. Students may be clocked out and released for the day when they do not meet professional image standards.
- 3 **Sanitation and Personal Service Procedures:** Sanitation and personal service procedures have been established to comply with state laws and to provide a safe and clean service environment. Students may be clocked out and released for the day when they do not follow sanitation and personal service procedures.
- 4 **Communication Guidelines and Professional Conduct:** It is the school's responsibility to provide a learning environment that is professional, positive, and conducive to learning. Staff and students all contribute to a mutually respectful learning environment that fosters effective communication and professional conduct. Students who fail to follow communication guidelines and who do not conduct themselves in a respectful and professional manner may be terminated.
- 5 **Learning Participation Guidelines:** The learning participation guidelines have been established to provide a creative, fun, interactive, and collaborative learning environment that empowers students to act as future salon professionals and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all students. Students who fail to meet the guidelines and create challenges for other students or staff may be terminated.

### Corrective Action Steps

Course	Number of Coaching Sessions	Action
Cosmetology	6 coaching sessions	Termination
Barbering	6 coaching sessions	Termination
Esthetics	4 coaching sessions	Termination
Nail Technology	4 coaching sessions	Termination

*When monitoring students for unofficial withdrawals, the school is required to count any days that a student was out of school on suspension as a part of the 14 consecutive days of non-attendance used to determine whether the student will be returning to school.*

We believe in providing a quality environment with an exceptional educational program. This framework gives everyone the opportunity to enjoy the experience! The entire SFIEC team appreciates the students' respect of these guidelines.

## POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES

- 1 Accommodation Procedures for Students with Disabilities
- 2 Grievance Procedures for Students who have Complaints on the Basis of Disability

\*\*\*\*\*

### 1 Accommodation Procedures for Students with Disabilities

**Non-Discrimination Policy** — It is the policy of San Francisco Institute of Esthetics & Cosmetology to comply with Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act, which are federal laws that prohibit discrimination on the basis of disability. San Francisco Institute of Esthetics & Cosmetology does not discriminate on the basis of disability against a qualified person with a disability in regard to application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a student's participation in a program of San Francisco Institute of Esthetics & Cosmetology. This applies to all students and applicants for admission to the school. San Francisco Institute of Esthetics & Cosmetology will provide reasonable accommodations to students with disabilities.

**Definition of an Individual with a Disability** — An *individual with a disability* is a person who has a physical or mental impairment, which substantially limits one or more major life activities of the individual. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Individuals with a record of such an impairment and individuals who are regarded as having such an impairment are also protected by these federal laws. The definition of "disability" in Section 504 and the ADA should be interpreted to allow for broad coverage.

The phrase *physical impairment* means a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine. Examples include, but are not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

The phrase *mental impairment* means any mental or psychological disorder, including but not limited to, mental retardation, organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress disorder, depression and bipolar disorder. The phrase *substantially limits* must be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of an impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. An impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity. For example, a student with bipolar disorder would be covered if, during manic or depressive episodes, the student is substantially limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).

The phrase *major life activities* means functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also includes major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

## **The School's Responsibilities to Students with Disabilities**

The school must provide *academic adjustments*, *auxiliary aids*, and *reasonable accommodations* to students with disabilities, that are necessary to ensure students are not denied the benefits of, or excluded from participation in, the school's program. The school must make modifications to its academic requirements that are necessary to ensure that the requirements do not discriminate against students with disabilities. The school must ensure that it provides physical access to students with disabilities. It is also the responsibility of San Francisco Institute of Esthetics and Cosmetology to permit students with disabilities to use service dogs on each campus.

The person responsible for implementing these responsibilities at San Francisco Institute of Esthetics & Cosmetology campus is: Yuto Navarrete; ADA Compliance Coordinator; 1067 Folsom Street, 2nd Floor, San Francisco, CA 94103; (415) 230-7418; [ynavarrete@sfiyce.edu](mailto:ynavarrete@sfiyce.edu).

When a student informs a school staff member that the student is disabled, or needs accommodations or assistance due to disability, the staff member will refer the student to the school's ADA Compliance Coordinator.

## **Procedures for Students and the School**

**Documentation of disability by students** — Students with disabilities who wish to request reasonable accommodations (including academic adjustments, auxiliary aids, or modifications) must contact the ADA Compliance Coordinator named above for their campus. Students must provide documentation of disability from an appropriate professional, which depends on the nature of the disability. For example, a student with a psychological disability should provide documentation from a psychologist, psychiatrist or social worker.

This documentation may be the student's existing medical records, or reports created by the student's medical provider or an appropriate professional who conducts an assessment of the student. It may be documentation from the student's past educational records such as reports from teachers or school psychologists, or records that show the student's educational history, disability assessment, and the accommodations the student previously received. It may be records from the state department of rehabilitation or the U.S. Department of Veterans Affairs. Documentation should be current and relevant, but that does not mean that a recent report or record is needed in all cases. Some disabilities are stable lifelong conditions and historic documentation will be sufficient. Some disabilities are readily apparent and observable and thus little or no documentation will be needed.

The documentation of disability is kept at all times in a locked, private file at the school. To protect privacy, direct access to this documentation is by written consent only. The ADA Compliance Coordinator will determine what information needs to be shared with San Francisco Institute of Esthetics & Cosmetology staff and Learning Leaders, on an "as-needed basis," in order to facilitate academic accommodations or other services.

**Student requests for accommodations and interactive discussion with ADA Compliance Coordinator** — Students who plan to request accommodations should contact the ADA Compliance Coordinator promptly, so there is time for the Coordinator to review the student's documentation and discuss accommodations with the student before the student begins the class or program for which the accommodation is being requested. When a student contacts the Coordinator, the Coordinator will keep a record of the dates and contacts with the student, including a record of the accommodations requested by the student. Students who have questions about the type of documentation they need to provide should contact the Coordinator to discuss this.

The student and the ADA Compliance Coordinator will discuss how the student's impairment impacts the student, how the student expects the impairment to impact the student in the school's program, the types of accommodations the student has previously received (if any), and the accommodations being requested by the student from the school. The Coordinator and the student should discuss accommodations needed during all phases of the program (Core, Adaptive and Creative), and for classroom instruction, skills-based instruction, and skills practice.

The documentation (or observation) must show the nature of the student's disability and how it limits a major life activity. The accommodations requested by the student should be related to these limitations. There are no pre-set accommodations for specific disabilities. Instead, the Coordinator and the student must discuss and determine what the student's limitations are, and how they can be accommodated.

*Here are some examples:*

- A student with an orthopedic disability may need cushioned floor mats and scheduled times to sit down. These students may also need particular kinds of chairs.
- A student with a learning disability or attention deficit disorder may need extra time to take tests, such as ninety minutes to take a test instead of the sixty minutes allowed to other students. These students may need to take their tests in a location that is quiet and has no distractions, such as an office rather than the classroom.
- A student with a learning disability or psychological disability may need a note taker, a copy of the instructor's notes or presentation, or to use a tape recorder during instruction.
- A student with post-traumatic stress disorder or an anxiety disorder may need to take periodic leaves of absence, or may need to structure their program so that it is scheduled over a longer period of time than usual. These students may need to take breaks in a quiet room during skills practice.
- A student with a hearing impairment may need instructors to use voice amplification systems, or may need the school to provide a sign language interpreter.
- A student with diabetes may need periodic breaks to check his or her blood sugar level.

**Decision about accommodations, and ensuring implementation of accommodations** — The ADA Compliance Coordinator will decide the accommodations to be provided to the student. The Coordinator will consider any past accommodations that have been effective for the student, and will give primary consideration to the type of accommodation requested by the student. Alternate accommodations may be provided if there is an alternative accommodation that would be equally effective for the student.

The Coordinator will make a decision no later than two weeks after the student states the request for an accommodation. If the student does not submit documentation of a disability at the time the student requests an accommodation, the Coordinator will make a decision no later than two weeks after the student provides the documentation.

The Coordinator will list the approved accommodations in writing and provide this to the student. The Coordinator will inform the appropriate Learning Leaders and school staff of the accommodations they are responsible for providing to the student, how to provide the accommodations, and when to provide the accommodations. The Coordinator will keep a written record of these contacts about the student's accommodations. The Coordinator will verify that the accommodations are being implemented for the student through direct observation, report by the student, and/or documentation from the school staff. If the student informs the Coordinator that an accommodation is not being fully implemented, the Coordinator will immediately intervene with relevant staff members to ensure the accommodation is provided to the student.

After accommodations have been approved for a student, the Coordinator will make an appointment with the student for a time when the student's program is expected to change. The purpose of the appointment is to determine whether the student's accommodations should be changed when the student's program phase changes, or the type of instruction changes.

**Additional factors** — The school is not obligated to provide accommodations that would result in a fundamental alteration of the school’s program. In this case, the Coordinator will promptly search for an equally effective alternate accommodation for the student that would not fundamentally alter the program. The Coordinator will offer the alternate accommodation to the student.

The school is not obligated to provide accommodations that would result in an undue financial or administrative burden on the school. If the Coordinator decides that a requested accommodation might impose such a burden, the Coordinator will discuss the issue with the School Owner, who will take into account the overall financial resources of the school. The School Owner will make the final decision, in accord with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If the School Owner determines that the requested accommodation would be an undue burden, the Coordinator will promptly search for an equally effective alternate accommodation for the student and offer the alternate accommodation to the student.

### **Appeals by Students**

A student may appeal any accommodation decision made by the ADA Compliance Coordinator if the student disagrees with the decision. Here are some examples: A student may appeal the Coordinator’s decision to deny a requested accommodation. A student may appeal a decision by the Coordinator to provide an alternate accommodation rather than the specific accommodation requested by a student. A student may appeal a decision by the Coordinator that the student has not presented sufficient documentation to support the requested accommodation. A student may also file an appeal when a school staff member fails to provide an approved accommodation, and the Coordinator has not effectively addressed the situation.

When a student wishes to file an appeal, the student must notify Deedee Crossett, Dean; 1067 Folsom Street, 2nd Floor, San Francisco, CA 94103; (415) 355-1735; [deedee@sfiec.edu](mailto:deedee@sfiec.edu). The student must explain his/her reasons for disagreeing with the Coordinator’s decision, or explain how the student’s accommodation is not being implemented, and submit any relevant documentation.

Within five calendar days of receiving a student’s appeal, the School Director will meet with the student and the Coordinator to discuss the issues presented by the student’s appeal. If appropriate, the School Director will also discuss the issues with other school staff members.

When a student appeals a decision made by the Coordinator, the School Director will determine whether the Coordinator’s decision should be revised or remain the same. If the decision is revised, the School Director will ensure that the revised decision is implemented.

When a student files an appeal on the basis that an approved accommodation is not being implemented, the School Director will determine whether the accommodation is being fully implemented, and if it is not, ensure that the accommodation is implemented. The School Director will inform the student of the decision in writing no later than fourteen days after receiving the student’s appeal.

## **Training and Mediation Responsibilities of the ADA Compliance Coordinator**

The ADA Compliance Coordinator at each campus will deliver disability training sessions for all campus staff members at least once each calendar year. In these training sessions, the Coordinator will explain the basic requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to the school. The Coordinator will address: the school's responsibility to provide accommodations to students with disabilities; how to appropriately interact with students with particular kinds of disabilities; how to go about implementing accommodations that the Coordinator has approved for students; how to support students with disabilities in the school's programs; that students with disabilities cannot be penalized for using approved accommodations. The Coordinator will keep a record of each training session.

The Coordinator may also provide trainings for students who wish to learn about the school's process for providing accommodations, or about the school's grievance procedures. To help ensure that future campus staff members and students are aware of the school's policies, the Coordinator will make sure that the Accommodations Procedures and the Grievance Procedures are continually posted at the campus.

The Coordinator will assist students with disabilities who have concerns about implementation of their accommodations or their treatment by the school staff members or other students. At the request of a student, the Coordinator will informally mediate or attempt to resolve issues related to the student's disability. If this informal process does not resolve the student's concerns, the student may file a grievance as described in Section II below.

### **② Grievance Procedures for Students who have Complaints on the Basis of Disability**

San Francisco Institute of Esthetics & Cosmetology is responsible for providing a grievance procedure to students who feel they have been discriminated against on the basis of disability. The grievance procedure provides students the opportunity to file a complaint. The school then has the responsibility to objectively investigate the allegations in the complaint and determine whether the student has been discriminated against. If the school determines that discrimination occurred, the school must take appropriate steps to correct the discrimination and prevent it from reoccurring.

***Grievance complaints*** — A student may file a grievance if the student feels he or she has been discriminated against because the student is disabled, or because the student is regarded as being disabled, or because the student has a record of being disabled. A student may also file a grievance if the student feels that he or she has been retaliated against for advocacy based on disability. Here are some examples of discrimination:

- ▶ An instructor or other students refer to the student in a derogatory way related to the student's disability.
- ▶ An instructor generally refers to students with particular types of disability in a derogatory way.
- ▶ Other students refuse to work with the student because the student is disabled.
- ▶ A school staff member refuses to provide a service to the student that the staff member provides to other students.
- ▶ A school staff member takes a negative action toward the student after the student asked for accommodations for a disability.
- ▶ A guest presenter at the school makes derogatory statements about students with disabilities, or states that students with disabilities can never be employed in the presenter's field.
- ▶ A student's request for accommodation was denied by the school, or an instructor did not implement an accommodation for the student that was approved by the school.



A student must file a grievance complaint within 90 days of the date the discriminatory act occurred, or within 90 days of the end of an informal attempt to resolve the complaint, whichever is later. The complaint must be written. In the complaint, the student must describe what happened and the dates the acts took place, and state who was involved. The student should explain why the student believes the acts were taken based on disability. The student should describe or provide copies of any relevant documents or e-mails, if available.

A student may ask the Campus ADA Compliance Coordinator to try and informally resolve the student's complaint before the student files a written complaint. However, the student is not required to try informal resolution before filing a written complaint.

The complaint must be sent to Deedee Crossett, Dean; 1067 Folsom Street, 2nd Floor, San Francisco, CA 94103; (415) 355-1735; [deedee@sfiec.edu](mailto:deedee@sfiec.edu).

**Investigation of the Complaint** — When the School Director receives a written complaint, the School Director will immediately begin an objective investigation. The school has the right to contract with an independent investigator to conduct any investigation. Within seven days, the School Director will discuss the allegations in the complaint with the student, and obtain any needed additional information from the student. The School Director will obtain from the student the names of any persons the student believes will have relevant information. The School Director will gather all information necessary to determine what took place. To do so, the School Director will interview any school staff members or students who engaged in the actions or may have witnessed the actions that the student is complaining about. The School Director will interview persons that the student stated may have relevant information. The School Director will gather any relevant documents such as e-mails, student work, or instructor's records. During the investigation, the School Director will disclose the complaint, and confidential information about the student, only to the extent necessary to investigate the allegations of the complaint.

After reviewing all the evidence gathered, the School Director will determine whether the student was treated differently from other students based on disability; or whether the student was harassed based on disability; or whether the student was retaliated against because the student advocated on the basis of disability; or whether the student was denied an accommodation that the school should have provided to the student.

**Written Decision** — The School Director will provide the student with a written decision no later than sixty days after the date the student filed the complaint. The decision will state the determination reached by the School Director at the conclusion of the investigation, and the reasons the School Director reached that determination. If the School Director concludes that the student was discriminated against on the basis of disability, the decision will state the types of remedial action that the school has taken or will take to correct the discrimination. The decision will also state how the school will prevent the discriminatory acts from occurring again.

**Appeals by Students** — If the student who filed the complaint disagrees with the decision made by the School Director, or disagrees with the remedial action specified, the student may appeal the decision to the School Owner. The appeal must be written and sent to Deedee Crossett, Dean; 1067 Folsom Street, 2nd Floor, San Francisco, CA 94103; (415) 355-1735; [deedee@sfiec.edu](mailto:deedee@sfiec.edu). The appeal must state the specific reasons that the student disagrees with the decision. Appeals must be filed no later than thirty days after the student receives the written decision from the School Director.

The School Owner will review all the information provided by the student in the appeal, the decision by the School Director, the interview records made by the School Director, and the documents gathered by the School Director. The School Owner will issue a written decision to the student within fourteen days after receiving the student's appeal. The School Owner will determine whether the decision should be revised or remain the same. If the School Owner determines that the decision should be revised, the School Owner will ensure that any necessary changes in the remedies are implemented.



## U.S. Department of Education

Students or the school staff who have questions or concerns about disability issues may contact the Office for Civil Rights (OCR), U.S. Department of Education. OCR enforces Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to postsecondary educational institutions.

The OCR National Headquarters is located at:

**U.S. Department of Education, Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg.  
400 Maryland Avenue, SW  
Washington, DC 20202-1100**

*Telephone: (800) 421-3481*

*FAX: (202) 453-6012; TDD: (877) 521-2172*

*E-mail: [OCR@ed.gov](mailto:OCR@ed.gov)*

OCR has regional offices located throughout the country. To find the office for our state, check the OCR website at: <http://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm>, or call the telephone number above.

## STUDENT CONSUMER INFORMATION

Provisions of the Higher Education Amendment of 1976 require that effective July 1, 1977, each postsecondary institution that receives federal financial aid funds must make certain student consumer information available to any enrolled or prospective student who request such information.

This section compiled by the financial aid office staff attempts to meet the requirements.

The school is approved for and participates in federal PELL Grants, Subsidized Direct Loans, Unsubsidized Direct Loans, and Parent PLUS loans. Such programs help to defray the costs of attending school for those students eligible for financial aid consideration.

Financial aid is any mechanism that reduces out-of-pocket costs that the students and/or parents must pay to obtain a specific postsecondary education. Put differently, financial aid is monies made available to help students meet the cost of the program. Financial aid includes grants and need and non-need loans.

Need-based financial aid is available to families that demonstrate a financial need for additional resources. The formula below is used to determine how much financial need a student has:

$$\text{Cost of Attendance} - \text{Expected Family Contribution (EFC)} = \text{Financial Need}$$

Non-need is the difference between the cost of education and financial need.

Based on these calculations, federal aid may not cover all the cost of attendance.

All financial aid is awarded to students that qualify meeting the following criteria:

- 1 Citizen or permanent noncitizen alien recipient codes that are eligible are 1- 151, 1-55 1, and 1-94.
- 2 Ineligible codes include F-1, F-2, J-1, and J-2, students that are in federal loan default, grant overpayment, or male students that meet the Selective Service registration criteria, but are not registered.

## SEXUAL HARASSMENT POLICY

San Francisco Institute of Esthetics & Cosmetology is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from sexual harassment. This policy covers anyone who engages in sexual harassment on school property or at school activities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature, when:

- 1 Submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, work opportunity, education, or other benefit;
- 2 Submission to or rejection of the conduct or communication is used as a factor for employment decisions or other school-related decisions affecting an individual; and/or
- 3 Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile, or offensive work or school environment.

Sexual harassment can occur between staff to student, student to staff, student to student, staff to staff, female to male, male to female, female to female, and male to male. Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Sexual harassment may include but is not limited to:

- 1 Verbal harassment or abuse of a sexual nature
- 2 Subtle pressure for sexual activity
- 3 Inappropriate or unwelcome touching, patting, or pinching of a sexual nature
- 4 Intentional brushing against a student's or an employee's body
- 5 Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
- 6 Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
- 7 Use of sexually or gender-degrading words or comments, verbal or written (e.g., graffiti)
- 8 Display in the school, on school grounds, or at school-sponsored events of sexually suggestive pictures
- 9 Leering of a sexual nature
- 10 Spreading of sexual rumors

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone else engaging in sexual harassment on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate. The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate the allegations and take disciplinary action when the conduct has occurred.

Retaliation is prohibited against any person who makes a complaint or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary action. Each staff member is responsible to immediately report alleged discrimination and/or harassment to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary action up to and including termination.

## **VIOLENCE AGAINST WOMEN ACT**

This document has been designed to inform all students and employees of the Violence Against Women Act and outlines San Francisco Institute of Esthetics & Cosmetology's commitment to the health and safety of its students and employees. This annual disclosure document is done each year by contacting the local police department and the building management to compile the statistics used in the report. This document explains the school's policy regarding crime prevention, public safety, and criminal reporting procedures. This document will be provided to all prospective students and staff and will be reviewed with all students during orientation and with staff at the time of hire. The school will also provide a yearly training in January of each year when the new statistics are available. The training promotes awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, as well as outlines options for reducing the risk of such offenses occurring, the warning signs of abusive behavior, and how to avoid potential attacks. Please read this document carefully and ask questions if you feel confused or uncertain. The school's Campus Security Coordinator is Deedee Crossett, Dean.

Each year, the school brings in a local law enforcement official and a representative from the local crisis center to review how to protect yourself against crime, how to be responsible for your own safety, and how to protect yourself against sexual assault. San Francisco Institute of Esthetics & Cosmetology is committed to making your school a safe place.

## **CAMPUS SAFETY AND SECURITY POLICY**

San Francisco Institute of Esthetics & Cosmetology will conduct an orientation for new students and employees, as well as in January of each year, each student and employee is informed of the school's campus security report, procedures, and safety practices. We also review with students and employees the need to be responsible for their own security and safety at all times. In January of each year, we bring a local law enforcement official into the school to review how to protect yourself against crime, how to be responsible for your own safety, and to protect yourself against sexual assault.

## HARASSMENT, INTIMIDATION, BULLYING, RACISM, AND DISCRIMINATION POLICY

San Francisco Institute of Esthetics & Cosmetology is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, racism and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act through the use of cell phones, computers, personal communication devices, or other electronic gaming devices.

Harassment, intimidation, bullying, racism and discrimination may take many forms, including verbal aggression and name calling; inappropriate comments; inappropriate images; physical aggression; relational aggression; graphic and written statements, which may include use of cell phones, computers, or gaming systems; any insensitive materials and other conduct that may be physically threatening, harmful, or humiliating. Harassment, intimidation, bullying, and discrimination include intent to harm, they are directed at a specific target, and typically involve repeated incidents. Harassment, intimidation, bullying, racism, hatred, and discrimination create a hostile environment and will not be tolerated in San Francisco Institute of Esthetics & Cosmetology.

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance and creates an intimidating, hostile, or offensive work or school environment. Harassment, intimidation, bullying, racism, hatred and discrimination can interfere and limit a person's ability to participate in or benefit from the education, services, activities, or opportunities offered by the San Francisco Institute of Esthetics & Cosmetology. Administration will take prompt, equitable, and remedial action (including but not limited to requiring sensitivity training, probation, suspension, expulsion, or termination) on all reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of any policy violation will be investigated and handled appropriately based upon the findings, including reporting any criminal activity to the appropriate law enforcement agency.

Engaging in harassment, intimidation, bullying, racism, hatred or discrimination will result in appropriate discipline or other appropriate sanctions against offending students, staff, service guests, third-party vendors, or contractors. Anyone engaging in these behaviors on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations, state laws and policies, and the necessity to investigate the allegations and take disciplinary and/or restorative action to resolve the problem.

Retaliation is prohibited against any person who makes a complaint or who is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary and /or restorative action. Each staff member is responsible for immediately reporting alleged harassment, intimidation, bullying, racism, hatred or discrimination to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary and/or restorative action up to and including termination.

For a list of state anti-bullying laws and policies please go to: [www.stopbullying.gov](http://www.stopbullying.gov).

For a list of federal anti-discrimination laws and policies, please go to:

<https://www.ftc.gov/site-information/no-fear-act/protections-against-discrimination>

If a student or team member experiences or witnesses anyone being bullied, harassed or hazed in any way you are required to report the matter to the school's Compliance Officer, Yuto Navarrete in person or at (415) 230-7418 or via mail to San Francisco Institute of Esthetics & Cosmetology Attn: Compliance Officer 1067 Folsom Street, 2nd Floor, San Francisco, CA 94103 immediately in order for appropriate action to be taken.

## STUDENT AND EMPLOYEE ANTI-HARASSMENT AND DISCRIMINATION POLICY

San Francisco Institute of Esthetics and Cosmetology is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take the mandatory sexual harassment and prevention training upon starting in school and again in January of each year. The school's policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information, or any other basis protected by the federal, state, or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the school prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the school has jurisdiction over the investigation of Title IX complaints.

Title IX applies to all of the school's educational programs or activities, whether such programs or activities occur on-campus or at an off-campus events. The school's anti-harassment and discrimination policy applies to all persons involved in the operation of the school and prohibits unlawful harassment and discrimination by any employee of the school, as well as students, customers or service guests, third parties, vendors, or anyone who does business with the school. It further extends to prohibit unlawful harassment by or against students.

Any employee, student, or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer or service guest, vendor, or other person with whom the school does business engages in unlawful harassment or discrimination, the school will take appropriate corrective action. The grievance procedure will provide that grievances may be filed about discrimination in any academic, educational, extracurricular, athletic, or other programs operated or sponsored by, or related to, the school, whether the programs take place on the campus of the school, during a school-sponsored field trip, or during other off-campus events.

As part of the school's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the school community through publications such as the school's catalog, the school's website, new employee orientations, student orientations, and other appropriate channels of communication. The school will provide training to key staff members to enable them to handle any allegations of discrimination and harassment, including sexual harassment or sexual violence, promptly and effectively. The school will respond quickly to all reports, and will take appropriate action to prevent, to correct, and, if necessary, to discipline behavior that violates this policy.

### **Definitions Regarding Sex Discrimination**

*Dating violence* is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

*Domestic violence* the definition of "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

*Sex discrimination* is defined as treating individuals differently on the basis of sex with regard to any aspect of services, benefits, or opportunities the school provides, such as:

- Treating a person differently in determining whether he or she satisfies any requirement or condition for the provision of an aid, benefit, or service.
- Providing different aid, benefits, or services, or providing aid, benefits, or services in a different manner.
- Denying any person an aid, benefit, or service.
- Subjecting any person to separate or different rules of behavior, sanctions, or other treatment in providing an aid, benefit, or service.
- Aiding or perpetuating discrimination against any person by providing significant assistance to any agency, organization, or person, which discriminates on the basis of sex in providing any aid, benefit, or service to students or employees.
- Otherwise limiting any person in the enjoyment of any right, privilege, advantage, or opportunity.

*Sexual harassment* is defined as conduct on the basis of sex that satisfies one or more of the following:

- ❶ An employee of the school conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct;
- ❷ Unwelcome conduct determined by a **reasonable person** to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's **education program or activity**; or
- ❸ "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30). The federal definitions identified in this paragraph are included as a part of the school's policy.

*Sexual violence* is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

*Stalking* is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

### **General Definitions**

*Actual knowledge* means notice of sexual harassment or allegations of sexual harassment to a recipient's Title IX Coordinator or any official of the recipient who has authority to institute corrective measures on behalf of the recipient.

*Campus* is defined as any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor). Education programs or activities that receive Federal financial assistance. Under the Final Rule, schools must respond when sexual harassment occurs in the school's education program or activity, against a person.

*Complainant* is defined as an individual who is alleged to be the victim of conduct that could constitute sexual harassment. Any third-party, as well as the complainant, may report sexual harassment. While parents and guardians do not become complainants (or respondents); however, the school recognizes the legal rights of parents and guardians to act on behalf of parties (including by filing formal complaints) in Title IX matters.



*Consent* is informed, voluntary, and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats, or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

*Corrective* measures are defined as actions taken to address a security breach or privacy violation, with the intent to counteract the breach or violation and reduce future risks. The school's owner and School Director are the school's designated officials who have the authority to institute corrective measures.

*Formal complaint* is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment.

*Non-campus building or property* is defined as any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution. Educational programs or activities, whether such programs or activities occur on-campus or off-campus. A school may address sexual harassment affecting its students or employees that falls outside Title IX's jurisdiction in any manner the school chooses, including providing supportive measures or pursuing discipline

*Public property* is defined as all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

*Respondent* is defined as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

*Sexual assault* is defined as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sexual assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

*Supportive measures* are defined as individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

*Rape Shield Protections* limit or prohibit the use of evidence of a victim's past sexual history to undermine that victim's credibility. The purpose of rape shield laws is to protect victims from the emotional distress of being cross-examined about their sexual history on the witness stand. Evidence regarding the victim's reputation and evidence of past sexual behavior not related to the rape accusation at hand is prohibited.



## **Prohibited Conduct**

Title IX protects students' rights to educational opportunities free from sex discrimination. This policy strictly prohibits sexual or other unlawful harassment or discrimination, as well as sexual violence, dating violence, domestic violence and stalking, as defined above. Sexual or other unlawful harassment or discrimination that includes any verbal, physical, or visual conduct, racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information, or any other basis protected by the federal, state, or local law basis if:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment; An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (quid pro quo);
- Submission to, or rejection of, such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity. It creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a student or student's ability to participate or benefit from the student's education program.

Sexual harassment is conduct based on sex, whether directed toward a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences, or history, and physical contact, such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

## **Complaint/Grievance Procedure**

The following grievance procedures shall be used to address sex discrimination complaints filed by students/ employees or complaints filed on their behalf against employees, other students, or third parties.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed below for the Title IX Coordinator. Only a complainant may file a formal complaint that initiates a Title IX grievance procedure.

If you believe that you have experienced or witnessed harassment or sexual violence, you need to notify the Title IX coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor, customer or service guest, or other person who does business with the school is exempt from the prohibitions in this policy. The school Director or Education Leader, if they are informed of a Title IX complaint will refer all harassment complaints to the Title IX coordinator.

In order to facilitate the investigation, your complaint should include details of the incident or incidents, dates and times, names of the individuals involved, and names of any witnesses. A sex discrimination complaint should be filed within seven (7) days from the date of the alleged discriminatory incident in order for the school to take timely and appropriate action. All documentation pertaining to the complaint/grievance process will be confidential. The complaint/grievance once received will be maintained in the Title IX Coordinator's office, which has limited staff access.

All complaints involving a student, employee, contract worker, vendor, customer or service guest, or other person who does business with the school will be referred to the campus's Title IX Coordinator to begin the complaint process outline in this policy. The Title IX Coordinator is listed below and has the responsibility of Intake reports and complaints, initiating the formal complaint process, and providing supportive measures to both the complainant and respondent.

If the school has actual knowledge of sexual harassment in an educational program or activity at the school, against a person in the United States, they will respond promptly in a manner that is not deliberately indifferent. A school is considered deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

The grievant/complainant may use the Title IX Grievance Form, but it is not required, to file a Title IX discrimination complaint.

**Title IX Coordinator:**

Toni Coleman  
415-355-1734  
1067 Folsom St., Ste. 200  
San Francisco, CA 94103  
tcoleman@sfiec.edu

The school ensures that its Title IX Coordinator(s), Investigator(s), Decision-Maker(s), and Informal Resolution Facilitator(s) have adequate training on what constitutes sexual harassment, including sexual violence, dating violence, domestic violence, sex discrimination, and stalking, and that they understand how the school's grievance procedures operate. Please refer to the end of this policy for a listing of the various roles of individuals involved in the Title IX process, their responsibilities, and training requirements.

**Reporters**

We encourage all individuals who have a Title IX complaint to meet with the Title IX Coordinator to begin the formal grievance process. If the school Director or Education Leader, who are not Title IX Coordinators, are informed of a Title IX complaint they must notify the Title IX Coordinator of the complaint immediately, as long as they have the Complainant's consent that they can report the incident to the Title IX Coordinator. These are the only school employees that a complainant may discuss Title IX allegations with that are required under the school's policy to be obligated to inform the Title IX Coordinator of information that they received, as long as the Complainant grants that authority. Once any of these reports are notified of complaint allegations the notice triggers the start of the complaint process by the Title IX Coordinator.

**Formal Complaint**

A "formal complaint" is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the school. A formal complaint may be filed with the school's Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information located in the school's policy. The phrase "document filed by a complainant" means a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

The Title IX Coordinator will meet with the complainant to explain the process of filing a formal complaint. The complainant must be the alleged victim unless the parent or legal guardian has a legal right to act on their behalf. Anyone may report a Title IX violation; however, only a complainant may file a formal complaint that initiates a Title IX grievance procedure. The Title IX Coordinator will defer to the complainant's wishes as to whether or not they want to file a formal complaint.

If the Title IX Coordinator is the one who signs and initiates a formal complaint, the Title IX Coordinator is not a complainant or a party during a grievance process and must comply with requirements for Title IX personnel to be free from conflicts of interest and bias.

The school's Title IX Policy provides for a consistent, transparent grievance process for resolving formal complaints of sexual harassment. The school's policy is required to treat complainants equitably by providing remedies any time a respondent is found responsible and treat respondents equitably by not imposing disciplinary sanctions without following the grievance process prescribed in the school's policy. Any remedies, which are required to be provided to a complainant when a respondent is found responsible, will be designed to maintain the complainant's equal access to education and may include the same individualized services described as supportive measures; however, any remedies imposed do not need to be non-disciplinary or non-punitive and need not avoid burdening the respondent.

Once a formal complaint has been filed, the school will provide a written notice to each of the parties involved, which will include a copy of the school's written Grievance Process, a list of the allegations, including specific information regarding the allegations, and a notice that the parties have a right to an advisor. The advisor should not be a lawyer. If during the investigation additional allegations are investigated, then a new notice must be provided to the parties, which identifies the new issues.

### **Grievance Procedure**

The school's grievance procedures are designed to ensure that the Title IX complaint process is free from conflicts of interest and to treat everyone equally during the process, which requires Title IX personnel (Title IX Coordinators, Investigators, Decision-Makers, and people who facilitate any informal resolution process) to be free from conflicts of interest or bias for or against complainants or respondents. In order to accomplish this, we have put into place the following requirements.

- ① All Title IX personnel must include training on the definition of sexual harassment, the scope of the school's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- ② The school provides all decision-makers with training on any technology to be used at a live hearing. In addition, the school's decision-makers and investigators receive training on issues of relevance, including how to apply the rape shield protections provided (only for complainants), prior to participating in any Title IX investigation.
- ③ The federal regulations governing Title IX allegations requires that there is a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The school may remove a respondent from the recipient's educational program or activity on an emergency basis, provided that the school undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. In the case of a school employee, the school may place the individual on mandatory administrative leave.
- ④ All of the materials the school uses to train Title IX personnel are located on the school's website under the Required Disclosures section on the home page.
- ⑤ Once the hearing takes place, the Decision-Maker may take the following actions against the respondent: dismiss the complaint; place the individual on probation; suspend the individual; terminate the individual; require the individual to go to counseling; change the respondent's schedule; or require the individual to retake the Title IX training.
- ⑥ The school may provide the following remedies to a complainant: an escort; removal from shared classes; academic support services, such as tutoring; and medical or counseling services.

- ⑦ The school has chosen to use the preponderance of the evidence standard, for all formal complaints of sexual harassment (including where employees and faculty are respondents).
- ⑧ Upon completion of the Title IX process, either party may file an appeal of the decision. The school's appeal process is outlined below.
- ⑨ Throughout the grievance process the school will not use, rely on, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- ⑩ All provisions, rules, or practices that are a part of the school's grievance process for handling formal complaints of sexual harassment apply equally to both parties.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the school's disciplinary process. To the extent that an employee or contract worker is not satisfied with the school's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

The school will make appropriate referrals to law enforcement. The school will also notify complainants of the right to proceed with a criminal investigation and a Title IX complaint simultaneously. The school will not wait for the criminal investigation or criminal proceeding to be concluded before beginning its own investigation.

### **Investigation of Allegations**

In response to all complaints, the school will ensure prompt and equitable resolution through a reliable and impartial investigation of the allegations, including the opportunity for both parties to present witnesses or other evidence. The school will follow its written grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. During this process the school will not restrict an individual's rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with Title IX.

The federal regulations require a school to investigate sexual harassment allegations in any formal complaint, which can be filed by a complainant, or signed by a Title IX Coordinator. The regulations affirm that a complainant's wishes with respect to whether the school investigates should be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

If the allegations in a formal complaint do not meet the definition of sexual harassment, or did not occur in the school's education program or activity against a person in the United States, the school must dismiss such allegations for purposes of Title IX but may still address the allegations in any manner the school deems appropriate under the school's own code of conduct, which is published in the school's catalog. The school may also dismiss a complaint if: the complainant withdraws the complaint; if the respondent is no longer enrolled or employed at the school; or if circumstances prevent institution from being able to investigate the complaint allegations. In this case, each party needs to be notified that the complaint has been dismissed and the reasons why it has been dismissed.

The time necessary to conduct an investigation will vary based on complexity of the allegation but will generally be completed within sixty (60) days of receipt of the complaint, which includes appeals and informal resolutions, with an allowance for short-term and good cause delays or extensions of the time frame. If a complainant requests confidentiality, the school will take all reasonable steps to investigate and respond to the complaint consistent with the request. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the school will inform the complainant that its ability to respond may be limited.

The preponderance of the evidence standard will apply to investigations, meaning the school will evaluate whether it is more likely than not that the alleged conduct occurred.

During the investigation, the school will provide interim measures, as necessary, to protect the safety and well-being of students and/or employees involved and are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party and to protect the safety of all parties, the school's educational environment, or deter sexual harassment.

The Title IX Coordinator will promptly contact the complainant confidentially to discuss the availability of supportive measures; consider the complainant's wishes with respect to supportive measures; inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and explain to the complainant the process for filing a formal complaint. The school will offer supportive measures, at no cost, to the person alleged to be the victim (referred to as the "complainant"), which may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures to help protect the alleged victim and deter sexual harassment. The respondent is also eligible for the same supportive measures that the complainant has available. The school will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the supportive measures. The school's Title IX Coordinator is responsible for coordinating the effective implementation of all supportive measures that will be provided before sanctions in any grievance procedure are imposed.

The school will investigate the allegations in any formal complaint and send written notice to both parties (complainants and respondents) of the allegations upon receipt of a formal complaint. The Title IX Coordinator has the responsibility of investigating the complaint allegations; however, if it is in the best interest of the parties involved the school may choose another employee or hire a third-party to conduct the investigation.

During the grievance process, and when investigating the complaint allegations, the school will abide by the following procedures:

- ① The school will apply a presumption that the respondent is not responsible during the grievance process (presumption of innocence). The burden of gathering evidence and burden of proof is the responsibility of the school, not on the individual parties.
- ② The school will provide equal opportunity for the parties involved to present fact and expert witnesses and other inculpatory and exculpatory evidence. Witnesses cannot be anonymous.
- ③ The school will not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no "gag orders") to support their case.
- ④ Both parties to the complaint will have the same opportunity to select an advisor of the party's choice who may be, but need not be, an attorney.
- ⑤ The school as a part of the investigative process will send written notice of any investigative interviews, meetings, or hearings to both parties. Any interviews that occur can have both parties' advisors present.
- ⑥ The schools will send the parties, and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least 10 days for the parties to inspect, review, and respond to the evidence provided.
- ⑦ The school will send the parties, and their advisors, an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the parties to respond to the report.



- ⑧ The school will dismiss allegations of conduct that do not meet the definition of sexual harassment or did not occur in a school's educational program or activity against a person in the U.S. Such dismissal is only for Title IX purposes and does not preclude the school from addressing the conduct in any manner the school deems appropriate.
- ⑨ The school may, in their discretion, dismiss a formal complaint or allegations therein if the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein, if the respondent is no longer enrolled or employed by the school, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination.
- ⑩ The school will give the parties written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal.
- ⑪ The school may, in their discretion, consolidate formal complaints where the allegations arise out of the same facts or circumstances, whether it is complaints against multiple respondents or by multiple complainants.
- ⑫ The school will protect the privacy of a party's medical, psychological, and similar treatment records by stating that the school cannot access or use such records unless the school obtains the party's voluntary, written consent to do so.

### **Live Hearings**

The school's Title IX grievance process provides for a live hearing. If the complaint goes to a live hearing, then each party must have an advisor. The appointed Decision-Maker is the individual who will be conducting the hearing. The following conditions will apply for a live hearing:

- ① The Decision-Maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those that challenge credibility.
- ② Cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by either the complainant or respondent personally.
- ③ At the request of either party, the school will provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other.
- ④ Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant.
- ⑤ The live hearing provides for the opportunity for all parties' advisors to examine and cross-examine witnesses, including challenging the credibility of witnesses. Hearsay statements and irrelevant information are not permitted.
- ⑥ The school's process provides for rape shield protections for complainants deeming irrelevant questions and evidence about a complainant's prior sexual behavior unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.

- ⑦ If either party does not have an advisor present at the live hearing, the school will provide, at no cost to that party, an advisor of the school's choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party. Only the advisor may cross-examine the witnesses.
- ⑧ If a party or witness does not submit to cross-examination at the live hearing, the Decision-Maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- ⑨ Live hearings may be conducted with all parties physically present in the same geographic location or, at the school's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually.
- ⑩ As a part of the process, the school will create an audio or audiovisual recording, or transcript, of any live hearing, as a part of the record.

### **Final Determination of the Investigation**

The school's grievance process uses the preponderance of the evidence standard to determine responsibility. The school's grievance process uses the same standard of evidence for all formal complaints of sexual harassment whether the respondent is a student or an employee (including faculty member). The Decision-Maker(s) in the process are required to objectively evaluate all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person's status as a complainant, respondent, or witness.

The Decision-Maker in all instances cannot be the Title IX Coordinator or the investigator in order to ensure that the investigative process is fair and free of bias. The Decision-Maker will issue a written determination regarding responsibility with findings of fact to include the following:

- ① Must identify the standard of evidence used based on the school's written policy.
- ② Identify the allegations that constitute sexual harassment.
- ③ Describe the procedures the school used from the filing of the formal complaint through the hearing process.
- ④ Make findings of fact and conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation.
- ⑤ Include the imposition of any sanctions or disciplinary actions imposed on the respondent, and whether any remedies will be provided to the complainant.
- ⑥ State the procedures to file an appeal and the allowable bases for an individual to appeal the decision.
- ⑦ Upon conclusion the written determination will be sent simultaneously to the parties.
- ⑧ The Title IX Coordinator is responsible for implementation of any remedies imposed by the Decision-Maker.



### **Appeal Process**

The school will allow either or both parties the opportunity to appeal the Decision-Maker's determination regarding responsibility from a school's dismissal of a formal complaint or any allegations therein. Either party can appeal based on the following:

- ① Procedural irregularity that affected the outcome of the matter;
- ② Newly discovered evidence that could affect the outcome of the matter; and/or
- ③ The Title IX personnel had a conflict of interest or bias, that affected the outcome of the decision.

### **Informal Resolution**

The school provides the opportunity for the parties involved in the formal complaint allegations to facilitate an informal resolution, such as mediation, so long as both parties give voluntary, informed, written consent to attempt an informal resolution. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. The school will provide written notice to the parties of the allegations, requirements of the resolution process, and any limitations.

If the complaint allegations are in regard to an employee of the school sexually harassing a student, the opportunity for an informal resolution is not available.

A school may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment. Similarly, a school may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed.

### **Retaliation Prohibited**

The school prohibits any form of retaliation, intimidation, threats, coercion, discrimination, or harassment against any individual who filed or otherwise participated in the filing or investigation of a complaint of discrimination. Actions do not have to be on the basis of sex or involve sexual harassment to constitute retaliation. Retaliation complaints may use the same grievance process as sexual harassment complaints. Any individual who believes he or she has been subjected to retaliation may file a separate complaint under this procedure. The school will keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding, which does not constitute retaliation.

The following circumstances do not constitute retaliation, including:

- ① Exercising one's rights protected under the First Amendment.
- ② Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX grievance proceeding does not constitute retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.
- ③ Charging an individual with code of conduct violations that do not involve sexual harassment but arise out of the same facts or circumstances as a report or formal complaint of sexual harassment; however, for the purpose of interfering with any right or privilege secured by Title IX does constitute retaliation.

### **Reporting Requirements**

Victims of sexual misconduct should be aware that school administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The school will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The school reserves the right to notify parents/guardians of dependent students regarding any health or safety risk or a change in student status. The school will also notify the local police department of any crimes that have been brought to their attention. Any allegations or violations of Title IX will be reported to the school's Clery Act coordinator to be included in the school's annual reporting requirements.

### **Record Keeping**

All records of the Title IX formal complaint including, the investigation, evidence, decision making process, hearings, and decision letters will be maintained by the school for at least 7 years.

### **Required Training**

The school's Title IX Coordinator, Investigator, Decision-Maker, or any person designated by the school to facilitate an informal resolution process, must not have a conflict of interest or bias for or against complainants or respondents generally, or an individual complainant or respondent. Each individual that is part of the Title IX process is required to take training that includes how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Part of the required training is to ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training on the definition of sexual harassment, the scope of the school's education program or activity, how to serve impartially, how to make relevancy determinations, how to conduct an investigation and grievance process including hearings, appeals and informal resolution.

The school will provide the Decision-Maker(s) with training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. The school will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Any materials used to train Title IX Coordinators, Investigators, Decision-Makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

### **Additional Information**

Employees and students may contact the Title IX coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www2.ed.gov/about/offices/list/ocr/index.html>.

## **COPYRIGHT MATERIAL POLICY**

All material in this program is, unless otherwise stated, the property of San Francisco Institute of Esthetics & Cosmetology. Reproduction or retransmission of the materials, in whole or in part, in any manner, without the prior written consent of the copyright holder, is a violation of copyright law.

At San Francisco Institute of Esthetics & Cosmetology we abide by the provisions of the federal Digital Millennium Copyright Act (DMCA), which requires prompt response to claims of copyright infringement by copyright holders or their agents. If the school receives an allegation of copyright infringement based on your use of the school's computers, the matter will be referred to the School Director for further investigation. If you are found responsible after meeting with the School Director, you are subject to disciplinary action including loss of network access, suspension or termination from school, and/or restitution or community service.

The Internet is an essential tool for our academic and everyday pursuits. Along with these benefits come responsibilities. One of the most critical is conforming to the copyright laws governing music, movies, games, and software over the Internet. You must have the consent of the copyright holder to make copies.

The consequences of copyright infringement also extend outside of the school. Copyright holders may assess civil liability and even criminal prosecution. Recently, the Recording Industry Association of America (RIAA) has adopted the practice of sending schools pre-litigation settlement letters to be forwarded to individuals offering them "the opportunity to resolve copyright infringement claims against them at a discounted rate." Published reports indicate that the minimum settlement is \$3,000.00 per case.

Another reason to be careful with file-sharing programs is that the installation procedures for most of them enable default open access worldwide to information on your system; thus, the integrity of your computer and personal information can be compromised through illegal file sharing, including making you vulnerable to identity theft.

## **SOCIAL NETWORKING POLICY**

San Francisco Institute of Esthetics & Cosmetology respects the rights of students to use social media during their personal time. Social media includes all forms of publicly accessible communications, which include, but are not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, news groups, e-mail distribution, blog postings, and/or social networking sites (such as Facebook, Instagram, SnapChat, Twitter, YouTube, Friendster, Tik Tok, etc.). Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with the San Francisco Institute of Esthetics & Cosmetology culture.

San Francisco Institute of Esthetics & Cosmetology does not permit ethnic slurs, personal insults, obscenity, intimidation, cyberbullying, racism, racial imagery, or engaging in conduct that would be unbecoming of a San Francisco Institute of Esthetics & Cosmetology students and misrepresent San Francisco Institute of Esthetics & Cosmetology. San Francisco Institute of Esthetics & Cosmetology reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

## THINK GREEN CONCEPT AND PRACTICE

In an effort to think conscientiously about our planet and environment, San Francisco Institute of Esthetics & Cosmetology's adheres to the Paul Mitchell School concept of "think green". The Future Professional run Go Green Team helps San Francisco Institute of Esthetics & Cosmetology to find ways to reduce, reuse, and recycle. Some of the ways San Francisco Institute of Esthetics & Cosmetology supports the concept of "think green":

- ▶ Go Green initiatives [www.gogreeninitiative.org/](http://www.gogreeninitiative.org/) include, respecting Thursdays as our "Go Green" day where light usage is reduced and the elevator is not available.
- ▶ Recycle bins are prominently located throughout San Francisco Institute of Esthetics & Cosmetology.
- ▶ The use of coffee mugs and re-usable water bottles is strongly encouraged.
- ▶ Water management efforts include reducing water pressure and replacing water hoses for improved energy efficiency.
- ▶ A portion of the cost of every Cosmetology Future Professional kit is donated to the American Forest Global ReLeaf Program to help replace America's trees.

## STUDENT POPULATION AND CULTURE

The student population consists of primarily two types:

- ① Individuals seeking professional training in addition to state board preparation in Cosmetology, Barbering and Esthetics, i.e. Future Professionals.
- ② Licensed professionals seeking additional training. Upon satisfying program requirements, you will receive a certificate of completion.

The culture at San Francisco Institute of Esthetics & Cosmetology is inclusive and open-minded. We welcome, accept and celebrate diversity. We embrace and respect individualism at its very best.

## REGULATORY AND ACCREDITATION AGENCIES

The following institutions license and regulate our institution:

### **Bureau for Private Postsecondary Education (BPPE)**

1747 N. Market Blvd. Suite 225  
Sacramento, CA 95834  
(916) 574-8900  
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

### **National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS)**

3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600

Nationally accredited by National Accrediting Commissions of Career Arts & Sciences, Inc. (NACCAS). The National Accrediting Commission of Career Arts and Sciences (NACCAS) is recognized by the United States Department of Education as a national accrediting agency for postsecondary school and departments of cosmetology arts and sciences, and massage therapy.

If you are interested in reviewing or receiving a copy of the school's state license/approval or a copy of the school's letter of accreditation, please contact the School Director.

The campus crime report is provided to each student prior to enrollment. The campus crime statistics are updated annually (October). Upon request, the school will provide its annual Campus Security Safety Policy and Fire Safety Report or a prospective student or prospective employee can visit the schools website at <http://paulmitchell.edu/sanfrancisco/helpful links>.

## GRIEVANCE PROCEDURE

This Grievance Procedure will be used to process a written grievance or complaint concerning discrimination, racism, bullying, harassment, or any other grievance that a complainant feels have been left unresolved against a student, employee, or third-party. The grievance or complaint will be referred to the School Director and/or School Owner. The following grievance procedures shall be used to address a grievance filed by students or employees, or for complaints filed on their behalf against employees, other students, or third parties. A copy of the Grievance form may be obtained from the school's Director; however, you may also provide a written complaint by other means as long as it is signed and dated.

In order to facilitate the investigation, the complaint should include details of the incident or incidents, dates and times, names of the individuals involved, and names of any witnesses. A complaint should be filed within seven (7) days from the date of the alleged incident in order for the school to take timely and appropriate action. The complaint once received will be maintained in the Director's office, which has limited staff access. The school Director has the responsibility of investigating the complaint allegations; however, if it is in the best interest of the parties involved the school may choose another employee.

The time necessary to conduct an investigation will vary based on complexity of the allegation(s) but will generally be completed within fourteen (14) days of receipt of the complaint. If a complainant requests confidentiality, the school will take all reasonable steps to investigate and respond to the complaint consistent with the request. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the school will inform the complainant that its ability to respond may be limited.

All complaints involving a student, employee, contract worker, vendor, customer service guest, or other person who does business with the school will be referred to the school's Director. The Director will begin the complaint process outline in this policy.

### Investigation of Allegations

The school will investigate all complaints received. The school's grievance procedures are designed to ensure that the complaint process is free from conflicts of interest.

1. During the grievance process each individual is considered innocent of the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The school may remove an individual from the school on an emergency basis, provided that the school undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations justifies removal and provides the individual with notice and an opportunity to challenge the decision immediately following the removal. In the case of a school employee, the school may place the individual on mandatory administrative leave.
2. All provisions, rules, or practices that are a part of the school's grievance process for handling formal complaints apply equally to both parties.
3. The school will make appropriate referrals to law enforcement, if necessary. The school will also notify complainants of the right to proceed with a criminal investigation, while the school conducts its own investigation simultaneously. The school will not wait for the criminal investigation or criminal proceeding to be concluded before beginning its own investigation and acting on the evidence obtained.
4. The school will dismiss allegations of conduct that do not meet the school's written policies.

5. The school will provide equal opportunity for the parties involved to present facts, documentation, and witnesses. Any witnesses listed will be interviewed by the school Director.
6. The school may, in their discretion, dismiss a complaint or allegations therein if the complainant informs the Director in writing that the complainant desires to withdraw the formal complaint or allegations therein, if the individual is no longer enrolled or employed by the school, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination. If the complaint is dismissed, the school will give the parties written notice of a dismissal of the complaint and the reasons why.
7. The school may, in their discretion, consolidate complaints where the allegations arise out of the same facts or circumstances, whether it is complaints against multiple individuals.
8. Upon conclusion of the investigation into the allegations, the Director will provide a written determination to all parties, as to the final decision and any actions taken.

Students should follow the above process; however, the student may, at any time, file a complaint with the school's accrediting agency, or the U.S. Department of Education.

Complaints can be filed with BPPE at <https://www.bppe.ca.gov/enforcement/complaint.shtml>:

#### How to File a Complaint

Most consumers receive a quality education and have a generally positive experience from attending an approved private postsecondary educational institution. However, in the event a consumer believes an institution's administrative processes or educational programs are compromised and are not up to the required minimum standards, the consumer should notify the Bureau. Consumers should also notify the Bureau if a consumer suspects that an institution is operating without Bureau approval. Consumers may file a complaint by using the Bureau's online complaint submission link, here (preferred) or by downloading the complaint form and mailing it to the address below.

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

P.O. Box 980818  
West Sacramento, CA  
95798-0818

#### WHO MAY FILE A COMPLAINT

Anyone may file a complaint if they believe an institution has violated the laws and/or regulations governing the institution's operation, including unlicensed activity. Complaints are most often received from students, their families, other members of the private postsecondary education industry, law enforcement agencies, and other regulatory agencies.

If you have questions or need assistance with filing a complaint please email, [bppe.enforcement@dca.ca.gov](mailto:bppe.enforcement@dca.ca.gov) or call (888) 370-7589, press 3 when prompted.



Complaints can be filed with Board of Barbering & Cosmetology at <https://www.barbercosmo.ca.gov/enforcement/complaint.shtml>:

All complaints must be submitted to the Board of Barbering and Cosmetology in writing.

Complaints may be submitted:

Electronically through [www.breeze.ca.gov](http://www.breeze.ca.gov).

or

By U.S. Mail using a Consumer Complaint Form (Korean) (Spanish) (Vietnamese) or other written document addressed to:

**Board of Barbering and Cosmetology**

P.O. Box 944226  
Sacramento CA,  
94244-2260

To register comments/complaints about the Board of Barbering and Cosmetology, use the Citizens Complaint Form (Korean) (Spanish) (Vietnamese).

To file a complaint with the school's accrediting agency, the National Accrediting Commission of Career Arts and Sciences, please follow the directions below:

1. Go to <https://naccasgo.sharepoint.com/sites/NACCASWeb/Shared%20Documents/Website%20Public%20Documents/Applications%20&%20Forms/All%20Applications%20&%20Forms/Complaint%20Form.pdf> for a copy of NACCAS' complaint form.
2. An individual must complete the form and submit it to:

NACCAS  
3015 Colvin Street  
Alexandria, VA 22314

3. "Student complainants: In accordance with NACCAS' Standards and Criteria, schools must have a policy and procedure for handling student complaints and inform the students in writing of same. The notice must be included in the school's catalog, handbook, other published materials, and/or otherwise prominently displayed in the school. NACCAS shall not consider a student complaint until all procedures and remedies within the institution have been exhausted. A student complainant must show that the institution's complaint procedure has been followed and state why the matter is considered still unresolved when he/she submits a complaint to NACCAS."

"The NACCAS complaint process is intended as a tool for NACCAS to monitor whether accredited schools are complying with NACCAS' accreditation standards. It is not designed or intended as a means for providing individual relief to the person filing the complaint. As detailed in NACCAS' Handbook, NACCAS' Board of Commissioners will not intervene on behalf of individuals in cases of disciplinary action or dismissal, or act as a court of appeals in such matters as admission, graduation, fees, or similar points of issue. If you are seeking relief for personal grievances against the institution identified in your complaint, you are advised to exercise your rights under the institution's internal grievance policy. If you are not satisfied with the results of that process, you may wish to consult with the state regulatory board or agency that licenses the institution concerning your rights under state law and regulations."

4. Upon conclusion of the investigation into any allegations, NACCAS will send the individual a letter notifying them of their decision.

Students will not be subject to retribution upon filing a complaint.

## UNIQUE EDUCATIONAL OR ADVANCED TRAINING PROGRAMS

San Francisco Institute of Esthetics & Cosmetology's constantly strives to provide a curriculum and educational experience that is unique and available only to those who choose to attend San Francisco Institute of Esthetics & Cosmetology. As a Future Professional at San Francisco Institute of Esthetics & Cosmetology's, you will receive the best tools and technology available as well have educational opportunities simply not offered by other beauty and barbering schools that accent your skill, knowledge, and intuition. Our staff continually searches for new techniques, products, and education methodologies. We also recognize that our location in San Francisco provides cultural and educational experiences not available in many other locations in the world.

Here are just a few unique trainings and educational experiences for Cosmetology and Barbering student that make attending San Francisco Institute of Esthetics & Cosmetology's a very special experience:

- 🕒 **de Young Museum Tour for Cosmetologists** — Hair styling is an art. Inspiration to do great hair styling can come from many sources including abstract and visual art. The de Young Museum in San Francisco has permanent and touring exhibits that present world-class art in a variety of categories. San Francisco Institute of Esthetics & Cosmetology's takes its student on a "field trip" to the de Young Museum that includes a one-year membership to the museum to continue gaining knowledge and inspiration.
- 🕒 **Phase Two Program\*** — Phase Two is an Honors Program dedicated to the Future Professional who wants to pursue being "behind the chair" full-time in a beauty industry environment. The benefit of the experience is being on the clinic classroom floor three full days a week, taking guests all day long. This process, in turn, provides an opportunity to work on consultations, timing, and retail skills. Phase Two is all about guest service and preparation for life in the beauty industry.
- 🕒 **Design Team\*** — The Design Team at San Francisco Institute of Esthetics & Cosmetology's presents many "real world" opportunities to student's looking to go above and beyond to improve timing, gain experience in print and runway work, and secure additional opportunities to network within the beauty industry. Students must submit an application and try out for the Design Team. This is done by exhibiting their advanced skills to fellow students and San Francisco Institute of Esthetics & Cosmetology's staff.

Those selected represent San Francisco Institute of Esthetics & Cosmetology's (on location) styling hair and applying makeup for many different Bay Area media events, runway shows, and photo shoots. In addition, the student will receive advanced hair and makeup training from local educators and artists. The Design Team is for anyone looking to improve their confidence in hairstyling, makeup, and networking.

- 🕒 **Photo Shoot for Cosmetologist**— Photo Shoot is a chance to work with a professional photographer to create a stunning image for your portfolio. The student brings in a model and choose the theme, and design the look from head to toe. The students model will pose in front of the camera while the student receives coaching on what to look for in a photoshoot and how to get the perfect image to display the students skills. The student will receive high resolution, retouched images to add to their portfolio, as well as dozens of extra photos from the photoshoot. It's not only a great way to add to the students portfolio, but also a lot of fun!
- 🕒 **Debut** — Debut is an amazing opportunity to showcase your work during the last phase of the Cosmetology and Barbering program. The student brings in a model, the cut, color, style, makeup, wardrobe, and execute that look for a hair show like no other. Debut is held in a fun, club-like atmosphere where you will meet beauty industry professionals from all around the Bay Area. It's a great networking opportunity, as well as a chance to show off the students skills to their friends, family, and peers.

*\*Honors Programs are not part of the standard curriculum and are available to students who qualify at no additional cost. Not all students will qualify to participate in the Honors Program offerings.*

Here are just a few unique trainings and educational experiences for Esthetics students that make attending San Francisco Institute of Esthetics & Cosmetology's a very special experience:

- **Skin Bar** —As an Esthetics Future Professional at San Francisco Institute of Esthetics & Cosmetology's, we want to ensure that the student has an opportunity to feel the touch of a professional skin therapist and experience at a skin bar. As such, we have created the "Spa Experience", where the student is treated to a face treatment at one of the most luxurious spas in San Francisco.
- **Advanced Education for Estheticians** — While attending San Francisco Institute of Esthetics & Cosmetology's, the student will receive advanced education classes at the International Dermal Institute (IDI). This off-site education will expose you to IDI's gold standard of education and contribute to your competitive edge to stand out in Esthetics. In addition, the student will accrue 25 hours of post-graduate education, which can be used towards an IDI 100-Hour Post-graduate Certificate. This is an exclusive arrangement, which exists only between San Francisco Institute of Esthetics & Cosmetology's and IDI.
- **bt-GEAR for Estheticians** — As part of the esthetics Future Professional kit, the student will receive the newest technology in bt-GEAR™ from BioTherapeutic. These cordless, portable, and light-weight technologies facilitate cutting edge, non-invasive results during a facial.
  - bt-micro, which combines ultrasonic peeling with micro-current product penetration and disencrustation capabilities
  - bt-vision, which is a self-illuminating analyzation tool that rests comfortably on the user's head allowing for hands-free use
  - bt-analyze, a hand-held moisture analyzation meter that utilizes bio-electric impedance technology with a skin membrane sensor to detect trans-epidermal water loss
  - bt-zoom, magnifies up to five times, has eight clear LED lights to enhance skin detail, and four UV LED lights to allow for rapid observation of skin. This system can be utilized during consultations or in the retail area for product recommendations.
  - bt-Sonic 2.0, microsonic facial cleansing brush, is water resistant and engineered for everyday use. Its ergonomic shape is comfortable in the hand, while its triangular cleansing head is thorough and gentle on the skin as the antimicrobial and antibacterial Azul silicone bristles cleanse areas other brushes cannot reach. Provides professional quality cleansing in as little as 2 minutes and is IPX6 water resistant, the highest level of water resistance that can be achieved. It is 45% more water resistant than before and can be used in any environment, including the shower.
- **Brazilian Waxing Certification\*** — The Brazilian Waxing Certification Honors Program is offered to both Esthetician students and Cosmetology students. As part of the Honors Program, we teach the student to provide professional Brazilian waxing services. With this training, the student can feel confident in performing a great quality service at any spa or salon with real industry timing.
- **Makeup Certification for Cosmetologists and Estheticians\*** — Completing the certification process with a particular makeup line proves that the student has a dedication to product knowledge and technique. As a certified Makeup Future Professional, the student will perform makeup applications for guests on the clinic classroom floor. Being certified also allows the student the opportunity to participate in off-campus events as a member of the Design Team. The student will hone their timing and techniques as a Makeup Artist by working on a variety of face shapes, eye shapes, and skin tones.

*\*Honors Programs are not part of the standard curriculum and are available to students who qualify at no additional cost. Not all students will qualify to participate in the Honors Program offerings.*

## SCHOOL ADMINISTRATION AS OF DECEMBER 2019

**Owner / Dean / Director:** Deedee Crossett

**Operations Leader:** Melissa Gallipeau

**Placement Leader:** Toni Coleman

**Admissions Leader:** Colleen Jacques

**Admissions:** Michael Johnson

**Financial Aid Director:** Yuto Navarrete

**Financial Aid Leader:** Juan Salceda

**Service Desk Leader:** Eliana Lopez

**Education Leader:** Cosmetology: Danielle Thomas

**Future Professional Advisor:** Alicia Anderson

### **Deedee Crossett, Owner, Dean, Director — [dcrossett@sfiec.edu](mailto:dcrossett@sfiec.edu)**

Founder and owner of San Francisco Institute of Esthetics & Cosmetology since 2002, Deedee Crossett is an industry pioneer for raising the bar of undergraduate education for Cosmetologists and Estheticians. After graduating from Washington State University with a B.A. degree in Communications and emphasis in Public Relations, Deedee spent approximately eight years working in marketing and sales promotions for both public and venture-backed companies, including a position at Kinko's, now a division of FedEx. Desiring a career change, Deedee obtained her Esthetics license in 2001 and worked as an Esthetician, Spa Consultant, and Esthetics Trainer. With a goal of opening her own spa, Deedee discovered that well-trained employees are always in demand by the beauty industry. With that in mind, she redirected her energy—from owning her own spa—to creating a superior undergraduate Cosmetology, Barbering and Esthetics school in San Francisco.

Deedee collaborated with Paul Mitchell Advanced Education and established the first partner school of its kind where outstanding education, 'real life' techniques, and phenomenal customer service became the priority—in addition to passing the state licensing exam. Deedee is a member of the South of Market Business Association, American Association of Cosmetology Schools, and Skin Inc. magazine's Editorial Advisory Committee.

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### **Melissa Gallipeau, Operations Leader — [mgallipeau@sfiec.edu](mailto:mgallipeau@sfiec.edu)**

Melissa began her career at San Francisco Institute of Esthetics & Cosmetology as a Service Desk Coordinator after hearing about San Francisco Institute of Esthetics & Cosmetology from her sister-in-law Becky Udway. She is responsible for making sure that San Francisco Institute of Esthetics & Cosmetology has all the supplies and services needed to maintain its building and meet the requirements of the staff, guest and Future Professionals.

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### **Toni Coleman, Placement Leader — [tc Coleman@sfiec.edu](mailto:tc Coleman@sfiec.edu)**

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**Colleen Jacques, Admissions Leader — [cjacques@sfiec.edu](mailto:cjacques@sfiec.edu)**

Colleen began her career in Miami as a Sales Representative for Ocean Drive magazine where she developed a love for fashion, hair, makeup, and photography. Her passion led her to become a fashion editor for another Miami-based magazine called Ego Trip. She became a publisher soon after when she launched her own local lifestyle magazine focused on art, nightlife, beauty, and fashion called Clique Magazine, which after just one year, spun off into a television series called “In the Clique” where she held the title of associate producer.

After attending an art school for photography, Colleen’s next adventure led her out of the country where she pursued photography and music as an electro-house DJ. When she returned to the United States, she was introduced to the world of admissions in colleges of arts and design, as well as culinary arts, in which she has been working for the past nine years until joining our team. Colleen has always wanted to attend cosmetology school, being drawn to the beauty industry; hence, San Francisco Institute of Esthetics & Cosmetology is the perfect fit for her talents.

Colleen can be reached by phone at (415) 230-7416 or email at [cjacques@sfiec.edu](mailto:cjacques@sfiec.edu) or during her regular office hours.

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**Michael Johnson, Admissions Team— [mjohnson@sfiec.edu](mailto:mjohnson@sfiec.edu)**

Mike joins the SFIEC team with over 11 years of experience in Admissions. He attended Boise State University on a full athletic football scholarship and earned a Bachelor’s of Science in Sociology. Mike began his career in San Francisco as an account assistant/logistics coordinator for The PBN Company, a public relations/strategic communications firm. He then worked as an Sr. Executive Admissions Representative for Le Cordon Bleu Culinary School in San Francisco. Mike is a staunch advocate of a quality career based education. His main focus is for future professionals to engage their passion and realize their dreams.

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**Yuto Navarrete, Financial Aid Leader — [ynavarrete@sfiec.edu](mailto:ynavarrete@sfiec.edu)**

Yuto Navarrete became San Francisco Institute of Esthetics & Cosmetology's Financial Aid Leader in February 2011. He grew up on the islands of Guam and Hawaii and attended the University of Hawaii receiving a BBA degree in Finance. He moved to the “mainland” and started his career in financial aid for a private university. Yuto relocated to the SF Bay Area in 2010 where he worked in financial aid for a culinary arts college giving him nearly seven years of experience in financial aid. Yuto understands and appreciates the importance of financial aid for Student seeking a career in the beauty industry and finds it gratifying supporting aspiring individuals who are seeking a quality education.

Yuto can be reached by phone (415) 230-7418, email ([ynavarrete@sfiec.edu](mailto:ynavarrete@sfiec.edu)), or during his regular office hours.

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**Eliana Lopez, Service Desk Leader - [elopez@sfiec.edu](mailto:elopez@sfiec.edu)**

Eliana brings over 3 years of experience in the beauty industry to the Service Desk team. She has extensive knowledge in hair take home recommendations, product merchandising, hair cutting, styling and color. As a graduate of SFIEC, Eliana started working at the Service Desk in 2016 and eventually became the Service Desk Leader. Eliana’s mother has been her mentor throughout her life, empowering and encouraging her to make a difference in lives of others. Eliana loves coming to work at SFIEC and considers her colleagues her extended family.

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**Robyn Perry, Service Desk Coordinator - [rperry@sfiec.edu](mailto:rperry@sfiec.edu)**

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**Camille Castaneda, Service Desk Coordinator – [ccastaneda@sfiec.edu](mailto:ccastaneda@sfiec.edu)**

Camille is a recent SFIEC grad. Her favorite part of the SFIEC experience was the Learning Leaders and staff and she quickly decided that she would love to be a part of the excellent Service Desk Team. In her free time, Camille does massage therapy and would someday love to combine both skills in a spa setting.

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**Learning Leaders:**

**Danielle Thomas, Cosmetology Education Leader, Phase Two: Cosmetology — [dthomas@sfiec.edu](mailto:dthomas@sfiec.edu)**

Danielle is a Paul Mitchell graduate of the Paul Mitchell The School East Bay and is Paul Mitchell certified and trained. She worked in a Paul Mitchell focused salon in Walnut Creek before transitioning to a career in education. Danielle was the Color Specialist and Phase Two Specialist at Paul Mitchell The School Modesto prior to joining the SFIEC team. In her free time, Danielle enjoys the outdoors, going to the beach and filling up some shopping bags! She is a passionate animal lover and spends time with her friends and family whenever she can.

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**Alicia Anderson, Future Professional Advisor, Texture Specialist: Cosmetology—**

**[aanderson@sfiec.edu](mailto:aanderson@sfiec.edu)**

Alicia was blessed with the opportunity to work at the Safavi Institute of Cosmetology and Esthetics a Paul Mitchell Partner School for almost 2 years. At San Francisco Institute of Esthetics & Cosmetology, she was a clinic floor learning leader. She transitioned into Texture Specialist, and then transitioned once more to the part time core learning leader. Alicia was given the chance to work under Deanna Hinkins, a Paul Mitchell educator in her Paul Mitchell focus salon named Hairlights Salon where she worked for two and a half years, she learned so much that she was able to venture out on her own and rent a station at Bellissima Salon. Once Bellissima closed, she went to Statusalon in Pleasanton, for three years. Alicia loves traveling anywhere and everywhere! She likes to interact with other cultures, and experience different ways of living.

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**Bradley Drapkowski, Cosmetology Learning Leader, Makeup Mentor – [bdrapkowski@sfiec.edu](mailto:bdrapkowski@sfiec.edu)**

Bradley has over 29 years of experience in the beauty industry. Originally from Los Angeles, Bradley relocated to San Francisco several years ago to continue his journey within the industry. From working in entertainment and fashion to weddings and behind the chair, Bradley grew into a salon educator role 10 years ago. Since that time, his love for teaching has grown and he finds it a rewarding experience. Bradley loves the progressive hair business, including cutting, coloring and make up artistry.



**Pamela Jeffrey, Learning Leader: Esthetics Learning Leader— [pjeffrey@sfiec.edu](mailto:pjeffrey@sfiec.edu)**

Before starting her career as an Esthetics Learning Leader for SFIEC in 2016, Pamela “Pami” Jeffrey had an extensive career in the health and beauty industry. In 1995, she started her career as a Patient Coordinator for one of the Bay Area’s top plastic surgeons. She graduated from SFIEC in 2005, where she was the recipient of the prestigious Beacon Award from the Professional Beauty Association. After graduation, Pami worked as a spa coordinator and esthetician at the Ritz-Carlton in San Francisco. She was on the Launch Team of Intelligent Nutrients, a certified organic line created by the late Horst Rechelbauer, the founder of Aveda. In 2012, she returned to plastic surgery and was the lead esthetician for the Marin Med Spa in Grebrae, CA. A certified Dermalogica expert, Pami has completed additional advanced trainings at the Concepts Institute of Advanced Esthetics and holds a certificate in oncology esthetics from The Skin Therapy Institute. She also received her BA degree in Journalism and Mass Communications from Drake University. Pami considers herself fortunate to have had the opportunity to study with some of the industry’s top leaders, such as the late Horst Rechelbauer, founder of Aveda; Sylvie Hennessy, the founder of Pevonia Botanica; Dr. Mark Lees, noted author and educator; and Rebecca Gadberry, founder of YG Laboratories.

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**Michael Mouton, Learning Leader: Esthetics— [mmouton@sfiec.edu](mailto:mmouton@sfiec.edu)**

Michael brings 32 years of corporate experience, specializing in managing people in a team environment. After attending SFIEC and making a major career change, he went on to study at the International Dermal Institute, receiving the certification of Dermalogica Expert. Michael worked for SFIEC owner Deedee Crossett at Skin on Market, then went on to own his own business while simultaneously working at two local spas. Michael became a waxing specialist with an additional discipline in facials. Passionate about education and his love for SFIEC, Michael decided that teaching was his calling. His mentors include his mother and his uncle. An inspiration his entire life, his mother’s hard work and never give up attitude inspired his love for the beauty industry. His uncle’s success as a hair stylist in New York influenced his decision to join the industry. Michael loves the positive energy of SFIEC and strives to share his knowledge with all Future Professionals.

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**Renee Rodriguez, Cosmetology Learning Leader, Nails Specialist – [rrodriguez@sfiec.edu](mailto:rrodriguez@sfiec.edu)**

Born and raised in the Bay Area, Renee received her Bachelor’s degree from San Diego State University and has been in the beauty industry for over 22 years. She first started her career as a front desk receptionist and then was promoted to the front desk manager. After graduating from SFIEC, she became a salon assistant was moved up to a supervisor and salon manager position. She has extensive experience as a stylist and specializes as a nail technician. Renee’s has a passion for all things nails and is the leader of the Nail Technology program at SFIEC.



## VETERANS BENEFITS ADDENDUM TO THE CATALOG

San Francisco Institute of Esthetics & Cosmetology will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter U.S. Department of Veterans Affairs (VA) Post 9/11, G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits ending on the earlier of the following dates:

- ❶ The date on which the Department of Veterans Affairs provides payment for such course of education to such institution.

In accordance with Title 38 US Code 3679 subsection (e) San Francisco Institute of Esthetics & Cosmetology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs.