

# **ROSSTON SCHOOL OF HAIR DESIGN**

## ***SCHOOL CATALOG***

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**December 2, 2020 – November 30, 2021**

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Published: November 20, 2020

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## **WELCOME MESSAGE**

Dear Student,

Welcome to ROSSTON SCHOOL OF HAIR DESIGN!

Thank you for selecting our school for your Barber training. You are taking the first important step toward a bright future in an exciting, ever-changing industry.

At ROSSTON SCHOOL OF HAIR DESIGN, we offer not only the basic training needed to pass the State Board of Barbering and Cosmetology barber examination, but also emphasize how to be successful in the marketplace. You will be introduced to shop management, business concepts, and the psychology of personal success to help launch your new career.

It is a pleasure to have you join us at ROSSTON SCHOOL OF HAIR DESIGN. Achieving the professional goals and lifestyle you desire will undoubtedly mean hard work and much practice on your part—but the rewards of this dedication are potentially great. Your training at ROSSTON SCHOOL OF HAIR DESIGN will open a world of opportunities in the Barber industry.

Sincerely,

***Padmaja Reddy Munagala***

## **MISSION**

The mission of ROSSTON SCHOOL OF HAIR DESIGN is to provide training in the skills and techniques of barbering by qualified faculty in preparation for licensure and success as an entry-level barber or barber stylist in the community the graduate chooses to provide service to.

## **OBJECTIVES**

Upon completion of the program offered at ROSSTON SCHOOL OF HAIR DESIGN, graduates will be prepared to:

- Pass the California Board of Barbering and Cosmetology barber examination.
- Function effectively in an entry-level position as a barber.
- Apply haircutting and styling skills and creative techniques.
- Provide shampooing and scalp treatments, shaving, facials, hair coloring, waving, relaxing, and other services to clientele.
- Observe rules of sanitation and hygiene in all situations.
- Practice the ethics and business skills of a successful professional in the specialty area of barbering.

## **HISTORY OF ROSSTON SCHOOL OF HAIR DESIGN**

The school was founded in the early 1950s by Sherman Trusty as the American Barber College, which was acquired by Rosston Enterprises in 1973, becoming the Rosston School of Hair Design. In 1989, Olivas, Inc. purchased the school. In 2010, the school was acquired by the Padma Corporation.

## **STATE OF CALIFORNIA CONSUMER INFORMATION**

ROSSTON SCHOOL OF HAIR DESIGN is a private institution 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.

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

ROSSTON SCHOOL OF HAIR DESIGN has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

ROSSTON SCHOOL OF HAIR DESIGN does not participate in federal financial aid programs.

ROSSTON SCHOOL OF HAIR DESIGN is not accredited by an agency recognized by the United States Department of Education (USDE), and students are not eligible for federal financial aid programs.

## **APPROVALS**

The following agencies set minimum standards for the program of study offered at ROSSTON SCHOOL OF HAIR DESIGN:

- Bureau for Private Postsecondary Education
- California Board of Barbering and Cosmetology
- Department of Rehabilitation

## **GENERAL INFORMATION**

### **FACILITY AND EQUIPMENT**

All instruction is provided at: 1442 W. Holt Blvd., Ontario, CA 91762

ROSSTON SCHOOL OF HAIR DESIGN is located in a modern, air-conditioned, and well-lighted facility. The facility is spacious (2000 square feet) and is fully accessible to students with physical disabilities. Equipment used in the program includes mannequins, time clock, shampoo bowls, dryers, service stations, and supplies. The clinical floor is furnished with barber chairs, tool cabinets, sinks, and mirrors, and other salon equipment. The classroom features a demonstration area and is equipped with charts, diagrams, and audio-visual aids.

### **INSTRUCTION SCHEDULE**

Instruction is offered Monday through Friday, 9:00 a.m. to 5:30 p.m. The school is closed on the holiday's outlined below and during lunch break.

## **CALENDAR/HOLIDAYS**

ROSSTON SCHOOL OF HAIR DESIGN is closed on Sundays and on the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and the day After
- Winter Break – December 24, 2019 through January 1, 2019

A “special” holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

## **ADMISSION POLICY AND PROCEDURE**

### **POLICY**

Admission into the program requires that the student have:

- A high school diploma or equivalent.  
The following items are acceptable as proof of high school completion or its equivalent:
  - Evidence of passing the High School Equivalency Exam
  - Evidence of passing the GED
  - Documentation of High School Diploma on the DD214
  - Documentation of High School Diploma on a transcript from an accredited or Bureau approved institution.
  - Documentation of completion of an associates or higher degree as equivalent.
  - Documentation of passing the ability-to-benefit exam with minimum scores of:  
Verbal – 200 and Quantitative – 210.
- Proper identification, such as driver's license or state-issued identification card.
- Required down payment for the program.

### **PROCEDURE**

Admission procedures include:

- Meeting with an Admissions Officer or designated representative to review goals, program offered, school policies and procedures, the School Performance Fact Sheet, and graduation requirements.
- Taking a tour of the campus.
- Completing an application to enroll in the school.
- Provide the required educational documentation (high school diploma or equivalent).

- Provide the required identification.
- Signing an Enrollment Agreement and completing all required documents.

After completing all admission procedures and being accepted to the school, the applicant is assigned a date and time to start training and is introduced to the school staff and faculty.

### **INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES**

ROSSTON SCHOOL OF HAIR DESIGN does not offer visa services to prospective students from other countries or English language services. ROSSTON SCHOOL OF HAIR DESIGN does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

- the admissions interview; and
- receipt of prior education documentation as stated in the admission policy from a school located in the United States or have a formal foreign transcript evaluation, as stated below.

### **FOREIGN TRANSCRIPT EVALUATION**

All foreign transcripts and degrees must be evaluated and translated to meet U.S. equivalency.

The following is a sample of foreign transcript and degree evaluators. ROSSTON SCHOOL OF HAIR DESIGN does not endorse any evaluators.

- Foreign Consultants: <http://www.foreignconsultants.com/>
- Educational Credential Evaluators: <http://www.ece.org/>
- Educational Perspectives: <http://www.educational-perspectives.org/>
- International Consultants of Delaware: <http://www.icdel.com/>
- International Research Foundation, Inc.: <http://www.ierf.org/>
- World Education Services: <http://www.wes.org/>

### **ABILITY-TO-BENEFIT**

ROSSTON SCHOOL OF HAIR DESIGN does admit ability-to-benefit students. If a prospective student does not have a high school diploma or other equivalency documentation the prospective student may take the Wonderlic Basic Skills Test (WBST). Admission to the program requires the following minimum scores: Verbal – 200 and Quantitative – 210. There is a non-refundable \$20.00 fee to take the exam.



## **TRANSFER OF CREDIT**

ROSSTON SCHOOL OF HAIR DESIGN evaluates transfer credit from hours earned at institutions accredited by an accrediting association recognized by the U.S. Department of Education or approved by the Bureau for Private Postsecondary Education.

Transfer of credit must be requested during the admissions process. Documentation required for consideration of transfer of credit (hours):

- Proof of Training if prospective student attended a school in California prior to applying to ROSSTON SCHOOL OF HAIR DESIGN.
- If the prospective student is requesting transfer of credit from another state or country he /she must first contact the California Board of Barbering and Cosmetology (BBC) and complete an application for approval of past hours completed. More information can be found at: <https://www.barbercosmo.ca.gov/>. After the BCC issues a letter indicating hours the agency will accept provide a copy of that letter to ROSSTON SCHOOL OF HAIR DESIGN for consideration.

ROSSTON SCHOOL OF HAIR DESIGN will evaluate the documentation of hours upon receipt. Consideration of acceptance of hours by ROSSTON SCHOOL OF HAIR DESIGN may require some testing.

ROSSTON SCHOOL OF HAIR DESIGN does not accept hours or credit through challenge examinations, achievement tests, or experiential learning.

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

The transferability of credits you earn at ROSSTON SCHOOL OF HAIR DESIGN is at the complete discretion of the institution to which you may seek transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ROSSTON SCHOOL OF HAIR DESIGN to determine if your credits or certificate will transfer.

## **ARTICULATION AGREEMENTS**

ROSSTON SCHOOL OF HAIR DESIGN has not entered into a transfer or articulation agreement with any other college or university.

## **PROGRAM**

### ***BARBERING COURSE***

***Program Length:*** 1500 Hours, 39 weeks

***Graduation Document:*** Certificate

***Method of Instruction:*** lecture, direct discovery and demonstrations that include the use of audio visual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin.

***Potential Entry Level Occupations:*** 39-5011.00 – Barbers, Barber, Barber Shop Operator, Barber Stylist, Stylist

***Program Description:*** The Barbering program consists of 1500 clock hours of technical instruction and practical operations. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination; practical operations mean the actual performance by the student of a complete service on another person or on a mannequin performing a practical operation. Technical instruction and practical training shall include the hours stated under Curriculum.

#### ***Textbooks required:***

- Milady's Standard Professional Barbering
- The Barbering and Cosmetology Act and the Rules and Regulations of the Board of Barbering and Cosmetology

#### ***Equipment and Supplies:***

A kit will be issued at the beginning of the freshman class. Each student will be issued a kit of equipment with a carrying case that contains a key. The kit contains the equipment necessary for satisfactory completion of the program. Students are expected to maintain the kit by replacing lost or broken contents. ROSSTON SCHOOL OF HAIR DESIGN is not responsible for a student's equipment that is lost or stolen.

***Program Objective:*** To prepare the student for an entry-level position in the Barber industry and to acquire the necessary license to practice the art of barbering.

**Curriculum:**

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

The Barbering and Cosmetology Act and the Board's Rules and Regulations.		
<b>Health and Safety Considerations:</b> Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.	45	
<b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.  Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20	
<b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.	15	

## GRADUATION REQUIREMENTS

A student will be eligible for graduation and receive a certificate upon meeting the following conditions:

1. Completed all required hours in theory and practical operations and program requirements;
2. Received a 70% average GPA; and
3. Cleared all financial obligations.

**Note:** Please be advised all completion documents, except for a transcript will be withheld until all monies owed to ROSSTON SCHOOL OF HAIR DESIGN are paid in full or arrangements made with the Chief Operating Officer.

ROSSTON SCHOOL OF HAIR DESIGN does not have a cumulative final test or examination required for the completion of the program.

## **REQUIREMENTS FOR LICENSURE**

Students who complete the state-required training program, including the minimum practical services as established by the California Board of Barbering and Cosmetology, are qualified to take the licensing examination given by the Board. Upon passing the examination, the graduate may obtain a license as a registered barber in the state of California. With this professional license, the new barber may be employed in a barber/styling establishment or a beauty/styling salon, or may own and operate his/her own barber business.

To take the licensing examination, students in the Barbering program are required to:

- Complete a total of 1500 clock hours of instruction in a Barbering program at a board-approved school
- Be at least 17 years of age
- Have completed the 10<sup>th</sup> grade in a public school or its equivalent
- Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code

In addition to the Proof of Training document, students must also present picture identification, file an Application for Examination, and remit an examination fee. Students must furnish a model, examination kit fees, and traveling expenses to the Board of Barbering & Cosmetology Examination Centers, located in Los Angeles, CA and Fairfield, CA.

➤ Barber exam and license fee: \$ 125.00

## **ACADEMIC POLICIES**

### **HOURS**

Academic credit is measured in clock hours. One hour of instructional time is defined as a sixty-minute period.

### **SATISFACTORY PROGRESS – ACADEMIC AVERAGE AND ATTENDANCE**

ROSTON SCHOOL OF HAIR DESIGN expects its students to maintain Satisfactory Progress as established by this institution, the student must:

1. Maintain a cumulative academic average of “C” (70%) or better;
2. Maintain at least an 67% attendance rate of the scheduled hours; and

3. Complete the program within the maximum time frame, which is 150% or one and one-half (1 1/2) times the length of the program.

<b>Expected Time Frame</b>	<b>Maximum Time Frame</b>
<b>100%</b>	<b>150%</b>
36 Weeks	54 Weeks

### **ABSENCES**

All hours attended are recorded by using a time clock that each student is responsible for clocking in and out. All absences are tracked and any student absent for 14 days consecutive calendar days will be withdrawn from the program.

### **TARDINESS AND EARLY DEPARTURES**

Students who arrive after theory class has begun are considered tardy. Students who are tardy may not clock in until theory class is over and may not attend theory class. Students who need to leave class early must notify his/her instructor.

Students who are habitually tardy or leave class early (5 times in one month) will be advised, and if tardiness or early departures continue he/she may be placed on probation or withdrawn.

### **TIME CLOCK**

Students record their attendance on time/operations by fingerprint into the clock IN at the start of the day, OUT for lunch, IN when returning to class, and OUT at the end of the class day. Students receive credit for a task/operation/project completed after each action is verified by an instructor. Students must add up their theory hours and practical operations each dy. At the end of each week all earned and validated credit will be carried over to the next week's timecard.

### **APPEALS**

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the school administration. The letter should describe any circumstances the student feels deserve further consideration. A decision relating to the appeal will be made with ten (10) business days and the student notified accordingly.

## **GRADING SYSTEM**

Students are evaluated on a regular basis on theory and practical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the student based on the program hours completed as stated below. This evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized by the school:

100% - 90%	A	Superior Performance
89% - 80%	B	Above Average
79% - 70%	C	Average
60% - 69%	D	Need Improvement
59%-Under	F	Fail

## **SATISFACTORY PROGRESS EVALUATION PERIODS**

<b>25% of Program Length</b>	<b>50% of Program Length</b>	<b>75% of Program Length</b>	<b>100% of Program Length</b>
375 Hours	750 Hours	1125 Hours	1500 Hours

## **PROBATION AND DISMISSAL**

If a student fails to maintain an overall average of "C" or 67% attendance a consultation with the school official will be scheduled. At that time, the student will be placed on probation for a four (4) week period. At the end of the probationary period, if the student has not satisfied the specified requirements, the student will be withdrawn from school. Dismissal from school may also result from uncooperative behavior.

## **MAKE-UP HOURS**

Students may make up missed hours. A student must make-up hours during days/times not scheduled. All make-up time must be arranged and approved by an instructor prior to attending make-up hours.

## **LEAVE OF ABSENCE POLICY**

On occasion students may experience extended personal, medical or other issues that make it difficult to attend class. Under such circumstances, ROSSTON SCHOOL OF HAIR DESIGN may authorize a student to take a leave of absence (LOA) from the program for up to 60 days. The

LOA must be requested in writing by the student and must be approved by an administrator. An LOA request form must be filled out, and the date of leave and return must be stated on the form prior to administration approving the LOA. Students are advised to not request a leave of absence unless it is absolutely necessary. Under no circumstances can the school grant more than one (1) LOA within a 12-month period. Students on an LOA will not be assessed additional charges or tuition. Students returning from an authorized LOA will retain all credit for clock hours completed and will be returned to the academic progress status they held prior to the start of the leave of absence. Students who fail to return from an LOA will be considered withdrawn as of the last class day of attendance prior to the start of the leave.

## **STUDENT SERVICES**

### **ACADEMIC ADVISING**

Academic advising may be initiated by school personnel or the student when the need is identified.

### **HOUSING**

ROSTON SCHOOL OF HAIR DESIGN does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Ontario, CA, rental properties with a five-mile radius start at approximately \$700.00 per month.

### **LIBRARY**

The library contains reference resources and is available for use on campus during school hours, Monday – Friday 9:00am – 5:30pm. Reference resources are not available for check-out and must remain on campus.

### **PLACEMENT ASSISTANCE**

ROSTON SCHOOL OF HAIR DESIGN does not and cannot promise or guarantee employment or level of income or wage rate upon graduation. Placement assistance is provided in the form of postings of possible job openings or referrals to potential employers. The school maintains a Job Book that lists current employment opportunities and barber/styling shops for sale; postings are updated weekly.



## **STUDENT RECORDS**

ROSSTON SCHOOL OF HAIR DESIGN provides for the safety and protection of all student records. Student records are maintained at the administrative site for five years from the last date of attendance. Transcripts are maintained permanently.

Students records contain the following information in addition to the name, address, e-mail address, and telephone number of each student who enrolls whether or not the student completes the educational service:

1. Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:
  - a. Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;
  - b. Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
  - c. Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
  - d. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
  - e. Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and
2. A transcript showing all of the following:
  - a. The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
  - b. Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
  - c. The name, address, website address, and telephone number of the institution;
  - d. The certificate granted and the date on which that certificate was granted;
  - e. The courses and units on which the certificate was based;
  - f. The grades earned by the student in each of those courses.
3. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
4. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
5. Copies of any official advisory notices or warnings regarding the student's progress; and

6. A copy of any complaints received from the student.

### **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

Students seeking to resolve problems or complaints should contact their instructor, administration or the Bureau for Private Postsecondary Education. Students may provide a grievance verbally or in writing.

All grievances will be addressed, grievances in writing will be provided to the Chief Operating Officer and reviewed. The Chief Operating Officer will evaluate the grievance(s) and set up an appointment with the student within 5 days from the receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.

The Chief Operating Officer is the initial contact for any ethics issues or grievances about classes, students, instructors, staff members, or situations. Students who have ethics concerns may contact the school to request direct contact information for the Chief Operating Officer. Any discussion with the Chief Operating Officer is completely confidential.

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 toll-free or by completing a complaint form, which can be obtained on the Bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **STUDENT CONDUCT**

The rules and regulations of ROSSTON SCHOOL OF HAIR DESIGN are designed to help the student learn professional habits at the start of his/her professional career. All students must comply with sanitary requirements and not interfere with other students. The student shall dress in a professional manner. Students must comply with all laws (federal and state), particularly laws relating to barbering. Students may be held liable for damages to the school and its equipment.

### **CANCELLATION, WITHDRAWAL, AND REFUND POLICY**

#### **STUDENT'S RIGHT TO CANCEL**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance.

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Rosston School of Hair Design, 1442 W. Holt Blvd., Ontario, CA 91762. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 21 days.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 21 consecutive days

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

## **TUITION AND FEES**

<b>Program</b>	<b>Application Fee</b>  <b>Non-Refundable</b>	<b>*Student Tuition Recovery Fund (STRF)</b>  <b>Non-Refundable</b>	<b>Books</b>  <b>If used, non-Refundable</b>	<b>Supplies</b>  <b>If used, non-Refundable</b>	<b>Tools</b>  <b>If used, non-Refundable</b>	<b>Tuition</b>	<b>**Total Cost</b>
Barbering Course	\$250.00	\$0	\$250.00	\$0	\$500.00	\$8,000	\$9,000

\*STRF: \$.00 for every \$1,000 of tuition rounded to the nearest \$1,000.

\*\*Charges for the period of attendance and the entire program.

**Additional Fee, paid by the graduate:** California Board of Barbering and Cosmetology, Barbering examination and initial license fee \$ 125.00.

**Additional Fees, if applicable:** Return check fee \$15.00, Wonderlic fee \$20.00, Instructional hourly fee per hour over 150% maximum timeframe provided at \$6.00 per hour

All books, supplies and tools for the program selected will be furnished by the school at the stated charge. A complete list of required books, supplies, and/or equipment is provided to each student. Lost, mutilated, or stolen items will be replaced at the expense of the student.

## **PAYMENT**

ROSTON SCHOOL OF HAIR DESIGN accepts payments via cash, credit card, money order, or check.

## **LOAN**

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

### **STUDENT TUITION RECOVERY FUND**

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 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.

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 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

### **DEPARTMENT OF REHABILITATION**

The Department of Rehabilitation established a Uniform Fee Structure which reimburses approved community rehabilitation programs (CPR) on a fee-for-service basis. An authorization for services from the Department of Rehabilitation Counselor is required prior to delivery of services. The Uniforms Fee Structure applies only to those CRP's in a fee-for service relationship with the Department of Rehabilitation. Invoices and progress reports are reported by ROSSTON SCHOOL OF HAIR DESIGN during monthly billing periods to [ide.invoice@dor.ca.gov](mailto:ide.invoice@dor.ca.gov). Students who are approved to participate in training under this program must be enrolled full-time.

## **MANAGEMENT, STAFF, AND FACULTY**

### **MANAGEMENT & STAFF**

Munagala, Padmaja Reddy  
Chief Executive Officer / Chief Operating Officer / Chief Academic Officer

Brenda Hernandez  
Admissions Officer

## **INSTRUCTORS**

Jesus Correa

Licensed Barber

Over 15 years' experience in the barbering industry

## **CHANGES**

Information about ROSSTON SCHOOL OF HAIR DESIGN is published in this catalog that contains a description of policies, procedures, and other information about the school. ROSSTON SCHOOL OF HAIR DESIGN reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in ROSSTON SCHOOL OF HAIR DESIGN, the student agrees to abide by the terms stated in the catalog and all school policies.