



**SOUTHERN CALIFORNIA COLLEGE
OF BARBER AND BEAUTY**

641 N. Broadway Escondido, CA 92025

Phone Number- (760) 294-6405

Website- sccb.edu

Catalog

January 1, 2023, to December 31, 2023

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All information in this catalog is current and correct and is so certified as true by the Chief Executive Officer, M. Bondugjie.

INSTITUTIONAL MISSION

Southern California College of Barber and Beauty is a family owned college. As owners of several barbershops in San Diego we realized a desire for recently graduated Barbers and Cosmetologists to not only receive comprehensive practical training, but as importantly, quality customer service skills and self-marketing proficiencies. We are firm believers that when you are armed with wide-ranging expertise in your field of study, you instantly become a commodity in which an employer would be confident in hiring. You also empower yourself with future accomplishments and upward movement in which there are no limitations to your success. SCCBB holds itself and its staff to the highest standards in order to successfully groom and empower our students to realize their full potential.

EDUCATIONAL OBJECTIVES

Southern California College of Barber and Beauty will be referred to as SCCBB. As stated previously it is SCCBB's mission to provide the student with the education necessary to pass the State Board exam, to be an asset to the profession, and to become a success in the area the student desires. In order to achieve this mission, the College does the following:

1. Maintains a highly skilled and qualified teaching staff. We provide our students with frequent presentations from experts currently working in the field.
2. Provides the student with a comprehensive curriculum in the basics and advanced areas of the field of study and related subjects with emphasis on salon, barbershops, and spa techniques.
3. Teaches the value of professionalism, including high standards of workmanship and personal conduct enabling the student to acquire employment and be an asset to the salon of their choice.
4. SCCBB prides itself for conducting its business in an ethical and educational atmosphere that is an example of an exemplary environment.

DESCRIPTION OF FACILITY & TYPE OF EDUCATION USED FOR INSTRUCTION

The Southern California College of Barber and Beauty is located at 641 N. Broadway, Escondido, CA 92025. The school occupies 5,000 square feet consisting of a practical training area with 52 individual stations, one practical training classroom, one theory classroom, an instructor's office, and an administrative office. The school is air conditioned and has adequate restroom facilities. There is ample parking available.

Students will be issued minimal supplies covering instruction and practice during the first week of the program. A completed tool kit including all textbooks and equipment necessary for the satisfactory completion of the program will be issued as needed for the second week of attendance.

Each station consists of a chair and back-bar with mirror. Clean towels and linen are stored in clean rolling bins, and soiled materials are kept in receptacles. There are 5 shampoo units and 9 portable nail stations. 20 reclining and 20 non-reclining chairs are placed at individual stations. The school provides 12 hair drying units, 4 facial steamers, 1 microdermabrasion machine, 1 waxing bed, 3 facial beds, and 1 portable dermal lamp. All equipment and supplies are used in the profession.

Instructional Location

Southern California College of Barber and Beauty
641 N. Broadway
Escondido, CA 92025

ADMISSIONS, RE-ENTRY POLICIES & RECOGNITION OF CREDIT

The College admits as a regular student:

- (1) High school graduates and that possess a high school diploma, or;
- (2) Holders of high school General Education Diploma (GED), or its equivalent, or;
- (3) Homeschooling completion credential for the state it was earned, or;
- (4) Associates, bachelor's, or master's degree obtained from a school with accreditation recognized by the U.S. Department of Education.
- (5) Only Manicuring prospective students must take a nationally recognized, standardized test Ability to Benefit Test (ATB) by Wonderlic Basic Skills Test (WBST) with a passing minimum score of 200 verbal and quantitative skills test of 210. Non-English speakers must take the Combined English Language Skills Assessment (CELSA) with a minimum raw score of 38.
- (6) ATB students are not eligible for Title IV funding at this College.

If the high school diploma is from a foreign school (any institution outside of the United States), then you will need to have it translated to English. There are services that offers a foreign credential evaluation to evaluate your school diploma or transcript for the credential awarded and the U.S. equivalency. Translation and accredited evaluation prices vary, please check the website for further information on cost. You should understand that you are still responsible for the evaluation fee and the translation fee, even if your diploma is not enough or does not meet U.S. equivalency. SCCBB does not offer any Visa services or sponsor students and the College will not vouch for a student's legal status in the United States.

Acceptable forms of proof include a U.S. High School Diploma, valid G.E.D. certificate, homeschooling completion certificate, Associate's, Bachelor's, Master's degree, or Doctorate levels evaluated by a recognized agency to be the equivalent of a U.S. High School Diploma.

SCCBB has a high school validity process for students who have completed high school and, for any reason, believe that the high school diploma is invalid or was not obtained from an entity that provides secondary school education. The validity of the high school is determined before a student is admitted to the College.

The general criteria for admission are:

1. Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an Enrollment Agreement or make other arrangements acceptable to the school.
2. Must present a valid government-issued identification and social security card.
3. Student must provide a valid high school diploma, high school official transcript that shows high school completion, GED certificate, homeschooling graduation certification, or associates, bachelor's, or master's degree credentials from a school with accreditation recognized by the U.S. Department of Education. If the high school diploma is from a foreign school (any

institution outside of the United States), then the transcript must be evaluated by a foreign credential evaluation service. The prospective student is responsible for the evaluation fee and the translation fee, even if the diploma is not sufficient or does not meet the U.S. equivalency.

4. Effective February 1, 2021, SCCBB will no longer accept students without a high school diploma, except for students enrolled in the Manicuring program.

Students enrolling in the Barber Crossover program (200 clock hours) are expected to meet the same criteria stated in the above Admissions policy. In addition, the program is only made available to licensed cosmetologists by the State of California, therefore, they are required to provide a copy of their valid California Cosmetology license upon enrollment.

A student who withdraws in good standing may be accepted for re-entry at the next class start date based on seating availability and at the discretion of a School Official.

Vaccination Policy

SBBCC does not have an immunization requirement for admission to this College.

Health Warnings

SCCBB wants you to know about potential health and safety risks for all programs offered. There are health warning concerns for exposure to chemicals used in the industry. Certain chemicals may cause cancer, congenital disabilities, or reproductive harm to you and your unborn child. The physical demands required by the program curriculum could also place unwanted stress from standing, lifting, awkward postures, or fatigue on the mother and unborn child during pregnancy. Consider these conditions and consult your physician before enrolling in any SCCBB program.

Learning Expectations

Students must attend scheduled theory class, lectures, and demonstrations, read assigned chapters of textbooks, answer theory and practical workbook, prepare written procedures on practical operations, and perform practical operations on a patron and/or a mannequin.

Recognition of Credit Policies

1. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
2. This institution does not award credit for experiential learning.
3. This College has not entered into an articulation or transfer agreement with any other College.
4. Students transferring from another cosmetology school will complete our Transfer Student Agreement and provide an official transcript from the previous school. The student will be charged a \$75.00 registration fee. The student will be required to purchase a Southern California College of Barber and Beauty student kit and a book, if needed. Credits for previous training will be given only if a certified transcript is presented from a licensed cosmetology school. Credit for out of state training must be submitted to the governing state board of cosmetology before being accepted by the school. All course work hours and tuition will be adjusted accordingly, and the proper agency notified. All records of previous education will be maintained in the student's record file. If a student wishes to transfer to another school, he/she must submit a written notice within 10 days prior to departure date. Transfers will not be approved until all financial agreements are current.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR COLLEGE

The transferability of credits you earn at Southern California College of Barber and Beauty (SCCBB) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Barber, Barber Crossover, Cosmetology, Esthetician, or Manicuring 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 SCCBB to determine if your certificate will transfer.

ADDITIONAL HOURS DISCLOSURE AND RATIONALE

On January 1, 2022, Senate Bill (SB) 803 changed the California Board and Barbering laws. The change included reducing the 1600-Cosmetology and 1500-Barbering programs to 1000 hours. Southern California of Barber and Beauty (SCCBB) changed its program to 1200 hours, which is 200 hours more than what is required for licensure. Within the new curriculum requirements, a minimum of 500 hours of instruction is dedicated to hair. Since most of SCCBB's students are pursuing a career in Cosmetology and Barbering, we want to focus on hair service. This reduces the time the school must train students to be ready for an entry-level position in the beauty industry.

After consulting with an Advisory Committee member and researching the curriculum hours in the currently approved textbooks from leading industry providers, SCCBB decided to offer a 1200-hour Cosmetology and Barber program. The additional 200 hours in the program will include:

- More time on the student clinic floor.
- More classes in business.
- Further preparation for the state board exam.

The student will also have more time to perform services in the student clinic and gain more experience working with live guests.

Although 1000 hours is the minimum requirement set forth by the state of California, SCCBB will not compromise its commitment to present quality education and prepare students for success in the industry. We believe the 1200-hour program will provide students additional time to be salon/barbershop ready and complete a thorough curriculum that goes above and beyond the minimum standards.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the

records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 1. School officials with legitimate educational interest;
 2. Other schools to which a student is transferring;
 3. Specified officials for audit or evaluation purposes;
 4. Appropriate parties in connection with financial aid to a student;
 5. Organizations conducting certain studies for or on behalf of the school;
 6. Accrediting organizations;
 7. To comply with a judicial order or lawfully issued subpoena;
 8. Appropriate officials in cases of health and safety emergencies; and
 9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833, or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

All information in the student files would be available to any governing state agency, accrediting agency, and federal agency during the process of reviewing the school's normal approvals, accreditations, eligibilities, and other matters conducted by those agencies without the specific consent of the student and/or parents.

A FERPA Authorization Form to Release Information is available in the administration office. We are unable to release your information without written authorization. No verbal authorization will be accepted.

HOURS OF ATTENDANCE

SCCBB is open for class on the following schedules:

<i>Program</i>	<i>Schedule</i>	<i>Days Offered</i>	<i>Hours Offered</i>
<i>Barber and Barber Crossover – Day</i>	<i>Full-time 40 hours per week</i>	<i>Tuesday through Saturday</i>	<i>8:30 a.m. to 5:00 p.m.</i>
<i>Barber and Barber Crossover- Day</i>	<i>Part-time 25 hours per week</i>	<i>Tuesday through Saturday</i>	<i>8:30 a.m. to 1:30 p.m.</i>
<i>Barber and Barber Crossover – Day</i>	<i>Part-time 30 hours per week</i>	<i>Tuesday through Saturday</i>	<i>8:30 a.m. to 2:30 p.m.</i>
<i>Barber and Barber Crossover – Evening</i>	<i>Part-time 25 hours per week</i>	<i>Monday through Friday</i>	<i>5:00 p.m. – 10:00 p.m.</i>
<i>Cosmetology – Day</i>	<i>Full-time 40 hours per week</i>	<i>Tuesday through Saturday</i>	<i>8:30 a.m. to 5:00 p.m.</i>
<i>Cosmetology – Day</i>	<i>Part-time 25 hours per week</i>	<i>Tuesday through Saturday</i>	<i>8:30 a.m. to 1:30 p.m.</i>
<i>Cosmetology – Day</i>	<i>Part-time 30 hours per week</i>	<i>Tuesday through Saturday</i>	<i>8:30 a.m. – 2:30 p.m.</i>
<i>Cosmetology - Evening</i>	<i>Part-time 25 hours per week</i>	<i>Monday through Friday</i>	<i>5:00 p.m. – 10:00 p.m.</i>
<i>Esthetician - Evening</i>	<i>Part-time 25 hours per week</i>	<i>Monday through Friday</i>	<i>5:00 p.m. – 10:00 p.m.</i>
<i>Manicuring - Day</i>	<i>Full-time 40 hours per weeks</i>	<i>Tuesday through Saturday</i>	<i>8:30 a.m. – 5:00 p.m.</i>

*Mandatory 30 Minute Lunch Break when daily attendance exceeds 6 hours. A second meal break is required when attendance exceeds 8 hours.

ATTENDANCE POLICY

Every student must attend during the contracted hours outlined in your contract. We do not accept excused or unexcused absences; every student is allotted a 14-day grace period upon enrollment. Those days are used for absences and are not counted against you. Once those fourteen (14) days have been used, any further absences will count against them. Mandatory days for evening classes are Fridays, and day class is on Saturdays. These days are mandatory due to them being test days for students. After three missed Fridays/Saturdays, a student will receive a 3-day suspension; a second offense can lead to a longer suspension or dismissal of the program. Every student must arrive at class on time and ready to learn.

All students must meet a 75% attendance requirement to meet Satisfactory Academic Progress for the school.

Tardy Policy

Students must clock in on time for class and be ready to learn. Should an emergency arise before class, the student must contact their instructor no later than 15 minutes before class. For daytime students, the instructor must be notified no later than 8:15 am, and the student may not clock in after 8:45 am. For afternoon students, the instructor must be notified no later than 3:45 pm, and the student must come in by 4:15 pm. For evening students, the instructor must be notified by 4:45 pm, and the student must be in class no later than 5:15 pm. If students arrive past the 15-minute grace period, they will be sent home. Instructors will not wait for you to begin theory, so ensure you arrive on time each day and communicate with your instructor. Should the student arrive past their allotted start time without notifying the instructor of an emergency, they will not be allowed to clock in and will be sent home for the day.

Make-up Hours

Upon reaching Phase 3, students will be allowed to attend a class outside of their regular scheduled hours. Students must first test out of their Phase 2 class and have the hour requirements and good behavior to make-up hours. The student will meet with the Director to devise a plan that works with the student's schedule and the instructor's availability. Make-up hours are only allowed during Phase 3. The Director has placed the student on an action plan due to an unsuccessful SAP. Make-up hours are not to exceed 13 hours a day, 63 hours a week, and students are required to do make-up work that their instructor has assigned them during the make-up hours to stay compliant with the school requirements and instructor's direction. Each student must get a make-up hour sheet from the office upon approval to get credit for their make-up hours; failure to do so will result in no credit. Failure to obtain prior authorization to make up hours will result in no credit.

Client Service Hours

Monday: Closed to the public

Tuesday: 12:00 PM – 8:00 PM

Wednesday -Friday: 10:00 AM - 8:00 PM

Saturday: 10:00 AM – 5:00 PM

CLASS START DATES

Barber part-time evenings, Barber crossover part-time evenings, and Esthetician programs start on at least 2 Mondays of the month. Cosmetology full and part-time, Barber full and part-time day schedule, Barber crossover full and part-time day schedule, Manicuring start on Tuesday of every third week of the month. Check with the Administration office for the next available class start date.

SCCBB will be closed for the following days in 2023 and 2024:

Holiday	Date	Date
New Year's Day	January 1, 2023	January 1, 2024
Memorial Day	May 29, 2023	May 27, 2024
Independence Day	July 4, 2023	July 4, 2024
Labor Day	September 4, 2023	September 2, 2024
Thanksgiving Break	November 24-25, 2023	November 28-30, 2024
Christmas	December 25, 2023	December 24-25, 2024
New Year's Eve		December 31, 2024

STUDENT RIGHT TO CANCEL

The student has the right to cancel the Enrollment Agreement without penalty for any program of instruction, through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when the student gives a notice of cancellation in writing to the school’s administrative office at:

Southern California College of Barber and Beauty
 Attn: Linda Garcia, School Director
 641 N. Broadway
 Escondido, CA 92025

If enrollment is cancelled, SCCBB will refund all monies paid by the student, less the non-refundable registration fee of \$75.00, and any fees for your student kit/textbook. All money will be refunded to you within 45 calendar days.

CHARGES: TUITION & FEES

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

Program Name	Tuition	Registration Fee (Non-refundable)	STRF	Books and Chromebook (Chromebook not included with Manicuring and Barber crossover)	Kits (Non-refundable)	Total Program Charges
Barber 1200 Hrs.	\$16,500.00	\$75.00	\$45.00	\$668.00	\$951.00	\$18,239.00
Cosmetology 1200 Hrs.	\$17,500.00	\$75.00	\$47.50	\$657.00	\$1,119.00	\$19,398.50
Manicuring- 400 Hrs.	\$2,072.00	\$75.00	\$7.50	\$206.00	\$247.00	\$2,607.50
Esthetician -600 Hrs.	\$8,339.00	\$75.00	\$25.00	\$692.00	594.00	\$9,725.00
Barber Crossover	\$1,800.00	\$75.00	\$5.00	\$167.00	\$0.00	\$2,047.00
Additional Fees				Fees		
Overtime fees after 14-day grace period charged				\$8.00 per hour		
Transcript fee (2 certified copies)				\$25.00		
Duplicate Proof of Training				\$25.00		
State Board Charge (BBC fee) /Barber & Cosmetology				\$125.00		
State Board Charge (BBC fee)/ Esthetician				\$115.00		
State Board Charge (BBC fee)/Manicuring				\$110.00		
Pre-Application Fees (BBC fee)				\$134.00 Barber/Cosmetology		
Pre-Application Fees (BBC fee)				\$124.00 Esthetician		
Pre-Application Fees (BBC fee)				\$119.00 Manicuring		
T-Shirt				\$20.00		
Name Tag Replacement				\$3.00		

Tuition Payment Methods

SCCBB accepts the following payment methods: cash, check and/or credit card. Credit card payments are only accepted for initial payment after that monthly payments are to be made by cash or check.

Course Cancellation

If a course is cancelled before instruction or ceases after a student's enrollment, the school shall at its options: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.

School Closure

If the school closes subsequent to a student's enrollment the school shall at its option: 1) Provide a pro rata refund of all money paid; or 2) Provide for completion of the program at schools in the neighborhood.

Collection Policy

- Balances of unpaid charges are the responsibility of the student.
- Delinquent accounts may be assigned to collection agencies.
- Collection costs will be added to any outstanding balance.
- Proof of training will only be issued to a student after all balances/fees due to the school are paid.

FINANCIAL AID

(Southern California College of Barber and Beauty Federal School Code: 04298200)

How to Apply for Financial Aid & Determine Eligibility

To determine eligibility for Financial Aid, a student must complete a Free Application for Federal Student Aid (FAFSA) using the SCCBB's school code. Once the FAFSA application is submitted it will create a Student Aid Report (SAR), also known as the Institutional Student Information Record (ISIR) Report. The ISIR report is sent to the student's selected schools (School codes) that were added to the FAFSA. Then SCCBB's Office of Financial Aid will review the ISIR for any Comment or C-Codes, if a student was randomly selected for verification, and/or discrepancies that need to be resolved. If the student is randomly selected for verification, they must supply additional documents and complete all necessary steps. Before the Financial Aid awarding process can begin, all C-codes, verification process, and/or discrepancies must be cleared/completed. Then the Office of Financial Aid will determine the student's eligibility based on their eligibility for the following Financial Aid programs.

Federal Pell Grant: The Pell Grant is free money from the government. Federal Pell Grants usually are awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree. In some cases, however, a student enrolled in a post baccalaureate teacher certification program might receive a Federal Pell Grant. A student is not eligible to receive a Federal Pell Grant if they are incarcerated in a federal or state facility or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or non-forcible sexual offense. A student can receive Pell Grant if in a facility other than a federal or state facility.

A Federal Pell Grant, unlike a loan, does not have to be repaid, except under certain circumstances:

(1) The student withdrew early from the program for which the grant was given to the student.

(2) The enrollment status changed in a way that reduced the students' eligibility for the grant (for instance, if the students switch from full-time enrollment to part-time, the grant amount will be reduced).

- (3) The student received outside scholarships or grants that reduced the student's need for federal student aid.
- (4) The student received a TEACH Grant, but the student did not meet the requirements or the TEACH Grant service obligation.

Federal Direct Subsidized Loans: Direct Subsidized Loans are available to undergraduate students with financial need. This loan does not require a credit check or to have a prior established credit history.

The U.S. Department of Education pays the interest on a Direct Subsidized Loan:

- (1) While the student is in school at least half-time.
- (2) For the first six months after the student leaves school (referred to as a grace period).
- (3) During a period of deferment (a postponement of loan payments).

Federal Direct Unsubsidized Loans: Direct Unsubsidized Loans are available to undergraduate and graduate students; there are no requirements to demonstrate financial need. This loan does not require a credit check or a prior established credit history. However, the student is responsible for paying the interest on a Direct Unsubsidized Loan during all periods. A student in a federal or state facility is not eligible to receive federal student loans; however, is eligible if in a facility other than a federal or state facility.

The Office of Financial Aid will review the students' EFC (Expected Family Contribution) to determine how much, if eligible, Pell grant the student receives, and will confirm with the Admissions Office, if the student has any transferred clock hours to determine the remaining financial aid eligibility. For example, a 1st year independent student with zero (0) an EFC they may be eligible for the following financial aid award:

- Pell \$6,895 (2022-2023 Award Year)
- Subsidized \$3,500 (gross amount)
- Unsubsidized \$6,000 (gross amount)

Note: The total maximum award amount that a student can be eligible for is: \$16,395 for their first academic year.

Financial Aid Eligibility

To determine eligibility for Financial Aid, a student must complete a Free Application for Federal Student Aid (FAFSA), if the student is randomly selected for verification, they must supply additional documents and complete all necessary steps before the Financial Aid awarding process can begin. Furthermore, a student must meet basic eligibility criteria before the Federal Pell Grant, and Direct Loans are disbursed.

The basic eligibility requirements are that the student must:

- Demonstrate financial need (for most programs);
- Be a U.S. citizen or an eligible noncitizen;
- Have a valid Social Security number (except for students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);

- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program;
- Be enrolled at least half-time to be eligible for Direct Loan Program funds;
- Maintain satisfactory academic progress in college or career school;
- Sign the certification statement on the Free Application for Federal Student Aid (FAFSA®) form stating that
 - You are not in default on a federal student loan,
 - You do not owe money on a federal student grant, and
 - You will use federal student aid only for educational purposes; and
- Show that they are qualified to obtain a college or career school education by
 - having a high school diploma or a recognized equivalent such as, a General Educational Development (GED) certificate;
 - complete a high school education in a home school setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a home school setting that qualifies as an exemption from compulsory attendance requirements under state law.

Additional eligibility requirements can apply in certain situations including for non-U.S. citizens, students with criminal convictions, and students with intellectual disabilities.

Registering for Selective Service

The registration status with Selective Service no longer affects the eligibility to receive federal student aid. However, the student can still register through the FAFSA form. For general information about registering, call Selective Service toll-free at 1-888-655-1825 or visit sss.gov.

Note: If the student is a citizen of the Federated States of Micronesia, the Republic of the Marshall Islands, or the Republic of Palau, they are exempt from registering.

Ability-to-Benefit Alternatives

SCCBB does not offer Ability-to-Benefit alternatives for its Title IV students.

Title IV Verification Process

A student may be selected by the U.S. Department of Education or by the College to participate in the verification process of information submitted on their Federal Application for Federal Student Aid (FAFSA). For students selected by the Department of Education's Central Processor (CPS), the following procedures have been established by federal regulations. CPS prints an asterisk next to the Expected Family Contribution (EFC) on the ISIR, SAR, or SAR Acknowledgement to identify a student who has been selected for verification. A student selected for verification will usually be required to complete a Verification Worksheet. An IRS Transcript may also be required. The College may ask for additional documents to complete the verification process. The student will receive written notification from the College of verification requirements and the timelines for completing the process. The student must complete the verification within seven days of written notice from the College. Data elements corrections involving the federal processor must be made before the Federal Student Aid Report (SAR) correction deadline of June 30th. An applicant's failure to provide required

documentation within the specified time frame will result in the loss of all Title IV aid, and the tuition balance becomes due immediately. Even if the ISIR is not selected for verification, any conflicting information must be resolved before federal student aid may be disbursed. Students will be notified of any changes to be made to the ISIR because of the verification process. The College will make any information that requires a change/update to the ISIR with the student's authorization. A student who becomes aware of the need for a change to their ISIR data should notify the Office of Financial Aid so the College can make the necessary correction.

Pell Grant Formula

Southern California College of Barber and Beauty (SCCBB) uses Pell formula 4 for its Pell Grant recipients.

Barber, Cosmetology and Esthetician programs use Pell Formula 4

To use Pell formula 4, the program must meet one of two sets of the requirements:

1. Pell Grants must be paid in installments over the course of the academic year or program of study to help meet the student's cost in each payment period. The payment period determines when Pell funds are disbursed and the exact amount to be disbursed.
2. In non-term programs, the student's Pell award is not reduced for part-time enrollment unless the student is enrolled less than half-time in which case the student's COA must be adjusted. However, if the program is less than an academic year (in either credit units or weeks of instructional time), students enrolled in that program will not receive a full Scheduled Award.
3. The calculation for the payment period adjusts the annual award for enrollment fewer than clock hours than in a full academic year, and if a full-time student would be attending fewer weeks than a full academic. To adjust for fewer weeks the annual award is multiplied by the lesser of the clock hours or weeks. The resulting amount will never exceed an annual award and is divided by 50% for the payment period.

Information on Private Education Loans

Private Education Loans, also known as Alternative Education Loans, help bridge the gap of a shortfall between the cost of students' education and the limited amount the government allows parents (if dependent) to borrow for its approved programs. A parent can apply for either a Private Loan with their bank, a private lending institution or apply for a Direct Parent PLUS Loan (parents of a dependent undergraduate student).

Private Education Loans interest rates will be based on their credit rating and can be either fixed or variable. Depending on the credit score of the parent, the interest rate may be higher than the Direct Parent PLUS Loan may offer. Private loans terms differ by lender and by type of loan. Be sure you understand the terms of your loan and keep in touch with your lender about any questions you may have. Currently, Southern California College of Barber & Beauty does not have a preferred lender list and is not approved to have students participate in any alternative education loan lender programs.

To learn more about the differences between a Direct Parent PLUS Loan and a Private Education Loan, please visit [Federal Student Aid](#) website.

Title IV Disbursement Policy

At Southern California College of Barber & Beauty (SCCBB) Title IV grants and loans are processed for

one academic year at a time. There are a minimum of two disbursements scheduled for each academic year. An academic year has a minimum of two payment periods. SCCBB will disburse grants and loans (for those who qualify) in a minimum of two installments, with the first half disbursed approximately 7 days from start of the first payment period of the academic year. The second half will be disbursed after the start of the payment period once the student has successfully completed the clock hours and weeks attributed to the payment period, and Satisfactory Academic Progress is confirmed by the College. First-time student loan borrowers will receive their first disbursement of loan proceeds on the 31st day of the start date. Non-first-time student loan borrowers are scheduled to receive their first disbursement within 30 days of the payment period. To receive scheduled disbursements, all required financial aid documents must be cleared by the Office of Financial Aid (OFA), and the student must maintain Satisfactory Academic Progress as defined in this catalog. Students can reapply for subsequent loans and grants after successfully completing the College requirements to progress to the next academic year.

Title IV Credit Balance Policy

A Title IV credit balance occurs whenever the amount of Title IV funds credited to a student’s account for a payment period exceeds allowable charges associated with that payment period. When completing the Title IV package for the award year, students will have authorized the school to apply federal funds to their school student account. The funds must be applied to the student account within 3 days of receipt from the federal government. If the student has requested to receive their Title IV credit balance, the school will issue a check by mail within 14 calendar days that the credit balance occurs. The student must provide a written request to the OFA to request credit balance funds to be returned to their lender.

Cost of Attendance

The Cost of Attendance (COA) is the average sum of annual cost to attend SCCBB. The monthly figures are provided by the California Student Aid Commission for each award year. Students are advised of their COA for their financial aid academic year on their Financial Aid Offer Letter and College Plan.

2022/23	With Parent	Without Parent
Tuition and Fees	Actual for the academic year	Actual for the academic year
Books and Supplies	Actual	Actual
Room and Board	\$1040 per month	\$1976 per month
Transportation	\$114 per month	\$104 per month
Personal	\$372 per month	\$436 per month
Loan Fees	Student loan borrowers with average loan origination and insurance	
Child Dependent Care	Financial Aid Professional Judgement Required - Reasonable expenses with adequate documentation by the student, dependent upon age & # of children.	

2021/22	With Parent	Without Parent
Tuition and Fees	Actual for the academic year	Actual for the academic year
Books and Supplies	Actual	Actual
Room and Board	\$1009 per month	\$1917 per month
Transportation	\$111 per month	\$102 per month
Personal	\$364 per month	\$427 per month
Loan Fees	Student loan borrowers with average loan origination and insurance	
Child Dependent Care	Financial Aid Professional Judgement Required - Reasonable expenses with adequate documentation by the student, dependent upon age & # of children.	

Military Benefits

Southern California College of Barber and Beauty (SCCBB) is pleased to announce that we are approved for Military Benefits. All eligible military veterans, active-duty, national guards, reserves, spouse, or dependents may benefit from financial assistance.

We currently participate in:

1. Post-9/11 GI Bill® (CH 33)
2. Montgomery GI Bill® (CH 30)
3. VA Survivors and Dependents Educational Assistance (CH 35)
4. Select Reserve GI Bill® (CH 1606)

The Barber, Cosmetology, and Esthetician programs are eligible for the military benefits. Our focus is to teach the skills that will make our students the most sought after in the business. This includes being trained in different haircutting techniques, hair coloring, perming, the art of shaving, skin care, facials, business management, marketing, etc. We also teach our students the professional aspect of being a beauty industry leader and how to maintain high customer relations. Southern California College of Barber & Beauty believes that this balanced approach is the formula for success.

For more information on specific VA programs, refer to the Veteran Information Bulletin (VIB). An annual College Plan (formerly Shopping Sheet) is issued to all prospective VA students.

GI Bill® Trademark Terms of Use

Third-party use of the trademark is restricted to the education and training institutions eligible to receive VA education benefits, State Approving Agencies, and recognized Veterans Service Organizations. Parties not identified are prohibited from using GI Bill® in any manner that directly or indirectly implies a relationship, affiliation, or endorsement with the U.S. Department of Veterans Affairs. Authorized third-parties may use the registered trademark "GI Bill" in print, electronic, radio, digital, or other media as established by the terms of use. The trademark symbol "@'" should be placed at the upper right corner of the trademarked phrase in the most prominent place at first usage; such as the title of a brochure, form, or the very top of a Web page and the following trademark attribution notice must be prominently visible: "GI Bill@" is a registered trademark of the U.S. Department of Veterans Affairs (VA). Use of the registered trademark symbol is not required each time the mark appears in a single document or on a Web page. However, the symbol should be prominent on all individual documents and Web pages. Third-party use of the trademark is restricted and subject to the following: 1. The GI Bill® trademark is not to be incorporated or included in company or product names, trademarks, logos or internet domain names. 2. The term "GI Bill@" is to be used solely to promote official VA benefit programs and services and must include the proper trademark symbol. 3. Use of the trademark attribution notice, indicating that the mark and all associated services belong to VA, is required and shall be taken as evidence that use of the mark is in good faith. 4. No entity shall use the GI Bill® trademark in any manner that directly or indirectly implies a relationship, affiliation, or association with VA that does not exist. 5. Disparagement or misrepresentations of VA services through use of the mark, or by the use of confusingly similar wording, are strictly prohibited. For more information, please visit the VA website at: https://www.benefits.va.gov/GIBILL/Trademark_Terms_of_Use.asp

RESOURCE CENTER

Our Resource Center is comprised of learning resources that consist of Hair color & Technique periodicals on Haircutting, Manicuring, Facials, Make-up Techniques, Hairstyles, etc. An iPad is always available with preloaded links to on-line resources pertaining to their course of study. Students will have access to all resource materials during school hours. The Resource Center is located in the rear of the barber section at the College.

Online Cosmetology Resources Available to Our Students

Web Sites

• **Salon Channel**

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

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

• **Beauty Site**

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

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

• **Beauty Tech**

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

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

• **BeautyLink**

News, experts' tips, answers to beauty questions.

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

• **Beauty.net**

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

both professionals and customers.

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

• **Behind the Chair**

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

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

• **Lipstick Page**

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

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

• **Milady**

A leading publisher of beauty education materials. Created by David W. Rash Page 2 5/20/2009

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

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

Job opportunities and descriptions, *Occupational Outlook Handbook*

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

• **National Cosmetology Association**

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

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress (SAP) Policy is consistently applied to all students enrolled at SCCBB (e.g., full-time, part-time). This policy is discussed and given to students prior to enrollment and during orientation. This policy complies with guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and federal regulations established by the United States Department of Education. SCCBB requires all students attending to be making satisfactory progress as determined in the guidelines. The student must:

- Maintain a cumulative academic average of "C" (75%) or better at the end of the evaluation period.
- Maintain a cumulative average attendance level of at least (75%) of the scheduled hours indicated on their enrollment contract at the end of each evaluation period.
- Complete the program within a maximum timeframe of the 133% length of the programs stated on the enrollment agreement.
- Students meeting the minimum requirements at any evaluation point is making satisfactory progress until the next scheduled evaluation.

- The following factors will be measured to determine Academic Progress:
 - o Theory test grades, the completion of work assignments, assigned projects, chapter outlines, and practical work (including mannequin and patron work).

Academic Year Definition

The academic year at SCCBB is 900 clock hours and 26 weeks.

SAP Evaluation Periods

Evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the program. Students who meet minimum requirements for attendance and academic performance are making Satisfactory Academic Progress until the next scheduled evaluation. All evaluations are completed and documented within seven (7) school business days of the due date of the evaluation, thus based on and completed for the published evaluation point. Students will be advised in writing of failure to meet Satisfactory Academic Progress and any impact on the student's eligibility to continue. Students have access to their SAP evaluations at any time by contacting the school's Chief Academic Officer or School Director.

Students are evaluated for Satisfactory Academic Progress as follows:

Program	First Evaluation Period	Second Evaluation Period	Third Evaluation Period	Fourth Evaluation Period
Barber 1200 Hrs. (Scheduled Hours)	450 hrs.	900 hrs.	1200 hrs.	N/A
Attendance Rate (75% of clock hours attempted)	337 hrs.	675 hrs.	900 hrs.	N/A
Cumulative GPA	75%	75%	75%	N/A
Number of Weeks	13	26	46	N/A

Program	First Evaluation Period	Second Evaluation Period	Third Evaluation Period	Fourth Evaluation Period
Barber Crossover 200 Hrs. (Scheduled Hours)	100 hrs.	200 hrs.	N/A	N/A
Attendance Rate (75% of clock hours attempted)	75 hrs.	150 hrs.	N/A	N/A
Cumulative GPA	75%	75%	N/A	N/A

Number of Weeks	4	8	N/A	N/A
Cosmetology 1200 Hrs. (Scheduled Hours)	450 hrs.	900 hrs.	1200 hrs.	N/A
Attendance Rate (75% of clock hours attempted)	337 hrs.	675 hrs.	900	N/A
Cumulative GPA	75%	75%	75%	N/A
Number of Weeks	13	26	46	N/A
Esthetician 600Hrs. (Scheduled Hours)	300 hrs.	600 hrs.	N/A	N/A
Attendance Rate (75% of clock hours attempted)	225 hrs.	450 hrs.	N/A	N/A
Cumulative GPA	75%	75%	N/A	N/A
Number of Weeks	12	23	N/A	N/A
Manicuring 400 Hrs. (Scheduled Hour)	200 hrs.	400 hrs.	N/A	N/A
Attendance Rate (75% of clock hours attempted)	150 hrs.	300	N/A	N/A
Cumulative GPA	75%	75%	N/A	N/A
Weeks	8	12	N/A	N/A

All evaluations are based on scheduled clock hours versus actual contracted clock hours. Partial academic year evaluation periods are the period in which the student successfully completes both (1) half of the clock hours and (2) half of the academic weeks while second evaluation period is the period in which the student completes the course or program.

SAP Attendance Progress Evaluations

Students are required to attend a minimum of 75% of the scheduled clock hours based on their attendance schedule to maintain satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period the school will determine if the student has least 75% cumulative attendance since the beginning of the course which indicates that given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Timeframe

The maximum timeframe is defined as the period, no longer than 133 percent (133%) of the published length of the program as measured by cumulative number of clock hours in which the student is required to complete and expressed in calendar time. If a student goes beyond 133 percent (133%) of the published length, the student will be terminated, and thereafter is permitted to reenroll in a program on a cash-pay basis. A financial aid student will lose their future Title IV eligibility for the program.

Maximum timeframes are as follows:

Barber 1200 Hrs.	1200 hours X 133% = 1596	maximum hours
40 hours per week	8 months X 133% = 11	maximum months
30 hours per week	10 months X 133% = 13	maximum months
25 hours per week	12 months X 133% = 16	maximum months
Barber Crossover 200 Hrs.	200 hours X 133% = 266	maximum hours
25 hours per week	2 months X 133% = 3	maximum months
Cosmetology 1200 Hrs.	1200 hours X 133% = 1596	maximum hours
40 hours per week	8 months X 133% = 11	maximum months
25 hours per week	12 months X 133% = 16	maximum months
30 hours per week	10 months X 133% = 13	maximum months
Esthetician 600 Hrs.	600 hours X 133% = 798	maximum hours
25 hours per week	6 months X 133% = 8	maximum months
Manicuring 400 Hrs.	400 hours X 133% = 532	maximum hours
40 hours per week	3 months X 133% = 4	maximum months

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled clock hours.

Any approved transfer hours from another College that are accepted toward the student's educational program at SCCBB are counted as both attempted and completed hours for determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on scheduled hours.

SAP Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Students must maintain a written grade average of 75%.

GRADING SCALE

Students are examined regularly in theory and practical work. Marking and grading are as follows:

Written Exams/Practical		
93-100%	A	(Excellent)
84-92	B	(Above Average)
75-83	C	(Average)
66-74	D	(Below Average)
0-65	F	(Fail)

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

- (I) Incomplete "I" grades are not issued.
- (W) Withdraw "W" grades are not issued.

SAP Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation period are making Satisfactory Academic Progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Hours accepted as Transfer Hours from another school are counted toward the student's current program. The hours are considered as both attempted and completed. Incompletes, withdrawals, repetitions, and remedial coursework have no effect on satisfactory progress status.

SAP Academic/Financial Aid Warning

Students enrolled in programs of 900 clock hours or more who fail to meet minimum requirements for attendance, or academic (qualitative or quantitative) progress are placed on

Warning status. Financial Aid students are considered making Satisfactory Academic Progress during the Warning period. Provisions for Warnings do not apply to students enrolled in programs of less than 900 clock hours. The student placed on Warning will be advised in writing of the actions required to attain Satisfactory Academic Progress by the next evaluation. If at the end of the warning period, the student has not met both the attendance and academic requirements, enrollment for the student may be terminated, and if receiving financial aid, will lose future financial aid eligibility. If a determination is made that the student still has an opportunity to achieve Satisfactory Academic Progress (both qualitative and quantitative) the student may be placed on Probation with submitting an appeal that is deemed a successful appeal (SAP Appeals Procedures below).

Warning is defined as a status the school assigns to a student who is failing to make Satisfactory Academic Progress. During the Warning period, the student remains eligible to continue classes and remains eligible for financial aid during this period.

SAP Appeals Procedures

An appeal is defined as a process by which a student who is not meeting standards of Satisfactory Academic Progress petitions the school for reconsideration for continued enrollment. The appeal must be approved within ten (10) calendar days of notification of not meeting SAP after the Warning period. Reasons for which students may appeal a negative determination include, but not limited to, the death of a relative, injury or illness of the student, or other extenuating circumstances, requires documentation. Documentation must include the following mitigating circumstances:

- The rate of progress slowed because of a physical disability or medical condition; or
- For other extenuating circumstances, such as,
 - COVID 19.
 - Illness or injury afflicting the student during the enrollment period.
 - An unavoidable change in the student conditions of employment.
 - An unavoidable geographical transfer resulting from the student's employment.
 - An unanticipated difficulty of childcare arrangement during the enrollment period.
 - Immediate family or financial obligations beyond the control of the student.
 - Unanticipated active military service, including active duty or training.
 - Discontinuance of the program by the College.
 - Illness or death in the student's immediate family.

The student must submit a written appeal to the school with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. 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 file. The decision will be final.

SAP Probation

For students enrolled in programs of 900 clock hours or greater, probation may be assigned to students who have not achieved Satisfactory Academic Progress by the end of a previous Warning period. Students in programs less than 900 clock hours, will be evaluated at the scheduled hours of the program and subject to the probation provisions stated below:

Probation status for students not considered meeting the minimum standards stated above for satisfactory academic progress applies to:

1. The student whose progress did not meet the satisfactory academic progress provisions after the warning evaluation period; and
2. The student prevails upon appeal of a negative satisfactory academic progress determination prior to being placed on probation; and
3. The student's progress was not met by the end of the subsequent evaluation period; or
4. The student is on an academic plan that will ensure satisfactory academic progress can be met at a specific point within the maximum timeframe.

A student who does not achieve the minimum requirements at the time of next evaluation period, may no longer be eligible to attend unless successfully appealed. A student on Probation must meet with the school official to discuss a written academic plan to be achieved by the next evaluation period. The written academic plan is a written action to ensure that the student can meet satisfactory academic progress within the student's maximum time frame. A financial aid student placed on probation will have their financial aid eligibility reinstated for one payment period. If satisfactory academic progress is not met after the probation period, future financial aid eligibility will be suspended.

A student who has been placed on Probation and fails to meet the requirements, as noted above, can continue Probation, however, the impact of extended probation could significantly impact the student's charges (Over-Contract Charges). Refer to Appeals Procedures in the section above.

Re-Establishment of Satisfactory Academic Progress

Students may re-establish Satisfactory Academic Progress, by meeting minimum attendance and academic requirements by the end of the probationary period. Financial aid eligibility will be reinstated for one payment period during a student's Probation period.

Interruptions, Leave of Absence, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted or for a Leave of Absence the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of calendar days taken in the leave of absence and the maximum timeframe will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return to the same Satisfactory Academic Progress status as at the time of withdrawal. The school does not offer course incompletes; therefore, it has no impact on SAP. Withdrawals are counted as attempted but not earned and will be included in the calculation or rate of progression in determining SAP. Repetition of a course is counted as attempted clock hours earned and will be included in the calculation or rate of progression in determining SAP.

Non-Credit and Remedial Courses

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

Transfer Hours

A student's transfer hours that are accepted by the College are counted as both attempted and completed hours for the purpose of determining when the allowed maximum timeframe has been exhausted. Transfer hours are not included in the attendance percentage when evaluating satisfactory academic progress for a transfer student.

SCHOOL MANAGEMENT AND STAFF

History and Ownership

SCCBB was founded in by Emmmpower LLC in January 2017. The officers of Emmmpower, LLC. are Mohammed Bondugjie (Chief Executive Officer), Mohmoud Bondugjie (Chief Operations Officer), and Mustafa Bondugjie (Chief Academic Officers).

Administrative Staff:

School Director	Linda Garcia
Chief Executive Officer/Assistant Director	Mohammed Bondugjie
Chief Operations Officer	Mohmoud Bondugjie
Chief Academic Officer	Mustafa Bondugjie
Chief Compliance Officer/Financial Aid Director	Tonya Parker-Jones
Chief Finance Manager/Business Officer	Abdullah Shamari
Office Administrator	Natasha Yee

Instructional Staff:

<i>Programs</i>	<i>Name</i>	<i>Schedule</i>
Cosmetology/ Manicuring Instructor	Kelly McKinney	Daytime
Barber/Barber Crossover	Osvaldo Dubose	Evening
Barber/Barber Crossover Instructor	Sa'Quan Mensah	Daytime
Esthetician Instructor	Shantelle Lockhart	Evening
Cosmetology/Barber Instructor (substitute)	Linda Garcia	Daytime
Barber/Barber Crossover Instructor	Anthony Johnson-Torrian	Daytime

Our instructors are licensed cosmetologists or estheticians, and they are experienced educators. Instructors may substitute from one shift to another: (i.e., Daytime shift to Evening-time shift and vice-versa.)

Student-Teacher Ratio

The classroom ratio is 25:1.

PROGRAM NAME: BARBER (CIP Code 12.0402) – 1200 Clock Hours (Exceeds State Requirements)

Name of Program	Barber
Program Description	<p>The Barber Program consists of lessons addressing the treatment of hair and scalp. Topics include hair styling, hair cutting, hair coloring and bleaching, permanent waving, chemical straightening, facial massage and treatments, shaving, sanitation procedures, and salon management. Students successfully completing this program will be eligible to sit for the exam for state licensure in California which is administered the California Board of Barbering and Cosmetology.</p>
Program Mission & Objectives	<p>The mission of the program is to help contribute to the workforce training needs of the area by successfully training motivated adult students in their acquisition of skills as required to be licensed as a barber in California. Upon successful completion, graduates are ready to pass the required state test and be licensed as barbers in the State of California.</p> <p>EDUCATIONAL GOALS: The Barber course is designed to prepare students for the state licensing examination and for profitable employment as a Barber. The knowledge and skills will prepare licensed students for work as a barber/stylist, shop manager, shop owner, colorist, and product demonstrator. (SOC 39-5010, 39-5011, 39-5012)</p> <p>BARBER PERFORMANCE OBJECTIVE: Acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation, disinfection as related to all phases of hair, acquire the knowledge of general theory relative to Barbering including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Barbering.</p> <p>SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all Barbering services, acquire the knowledge of analyzing the hair, skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Barbering services, will learn the haircuts, shaving, application of hair coloring, hair relaxer and also learn the proper procedure of shaving.</p>
Graduation Requirements	<p>All barber students are required to complete 1200 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (1200), with a minimum grade of “C”(75%). The College assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. All student workbooks must be completed and turned into their instructor. At this point, all institutional charges and fees are either paid in full or otherwise accounted for. Upon successfully passing the examination the graduate can obtain a Registered California Barber License. With this license the registered barber may be employed in a Barber/Styling</p>

	establishment, a Beauty/Styling salon or own and operate his/her own Barber establishment. The College has all Tools and Equipment available for purchase needed to successfully graduate.
Total Clock Hours	This program is 1200 hours in length
Final Tests or Exams	A final skills exam is administered
Mode of Instruction	Traditional Classroom
Textbooks	Milady's Standard Professional Barbering 5th Edition, 2011, CIMA (Milady Online) ISBN 9781337196901, Barber Student Workbook ISBN 9781305100664, Barber Exam Workbook ISBN 9781305100671, BBC Laws and regs, Health & Safety Workbook
Required Internship or Externship	None Required
Faculty Number & Qualifications	One instructor is required to teach this educational program. The instructor must be licensed by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in the Barbering field.

Required Courses

Hair Dressing

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of 800 hours of technical instruction and practical operations for each subject-matter as described below.

Module	Description	Technical Instruction	Required Operations/Hours
Hair Cutting/ Hairstyling	This module will provide technical and practical instruction in the following techniques and procedures: use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting: hair analysis, shampooing, analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs, and hot curling irons and blower styling.	60 hours	250 operations/365 hours
Chemical Hair Services	This module will provide technical and practical instruction in the following techniques and procedures: hair analysis, acid and alkaline permanent waving, chemical straightening, including the use of sodium hydroxide and other base solutions. , the use of semi-permanent, demi-permanent,	70 hours	120 operations/230 Hours

	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		
General Science	This module will provide technical instruction in Human Anatomy and Human Physiology.	25 hours	
Professional/Business Development	Professional and business development shall include, but is not limited to, the following theory, techniques and procedures: orientation, school rules and regulations, state laws and regulations, history, career opportunities, life skills, professional image, communication skills, preparing for licensure and employment, resume building, interviewing, money management, selling, customer service, client consultations, building a clientele, types of business, building a business and product knowledge uses and safety.	50 Hours	

Shaving

The required subjects of instruction in Shaving shall be completed with the minimum hours of 200 hours of technical instruction and practical operations for each subject-matter as described below.

Preparation and Performance	This module will provide technical and practical instruction in 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.	100 hours	40 operations/100 Hours
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Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum 200 hours of technical instruction for each subject-matter as described below.

Laws and Regulations	This module will provide technical instruction in the, The Barbering and Cosmetology Act and the Board's Rules and Regulations.	50 hours	
Health and Safety Considerations	This module will provide technical instruction in the following techniques and procedures: 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.	50 hours	
Disinfection and Sanitation	This module will provide technical in 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.	100 hours	

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of 1200 include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.

- Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

PROGRAM NAME: BARBER CROSSOVER (CIP Code 12.0402) – 200 Clock Hours

Name of Program	Barber Crossover
Program Description	The Barber Crossover Program consists of instruction in shaving. Topics include shaving, assessing the condition of the client’s skin, shaving techniques, and facial services after shave. Students successfully completing this program will be eligible to sit for the exam for state licensure in California which is administered at the California Board of Barbering and Cosmetology.
Program Mission & Objectives	<p>The mission of the program is to help contribute to the workforce training needs of the area by successfully training motivated adult students in their acquisition of skills as required to be licensed as a barber in California. Upon successful completion, graduates are ready to pass the required state test and be licensed as barbers in the State of California.</p> <p>EDUCATIONAL GOALS: The Barber Crossover program is designed to prepare students for the state licensing examination and for profitable employment as a Barber. The knowledge and skills will prepare licensed students for work as a barber/stylist, shop manager, shop owner, colorist, and product demonstrator. (SOC 39-5010, 39-5011, 39-5012)</p> <p>BARBER CROSSOVER PERFORMANCE OBJECTIVE: Acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation, disinfection as related to all phases of shaving.</p> <p>SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all Barbering services, acquire the knowledge of analyzing the hair, skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing shaving services, will also learn the proper procedure of shaving.</p>

Graduation Requirements	All barber crossover students are required to complete 200 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (200), with a minimum grade of “C” (75%). The College assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. All student workbooks must be completed and turned into their instructor. At this point, all institutional charges and fees are either paid in full or otherwise accounted for. Upon successfully passing the examination the graduate can obtain a Registered California Barber License. With this license the registered barber may be employed in a Barber/Styling establishment, a Beauty/Styling salon or own and operate his/her own Barber establishment.
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	The College has all Tools and Equipment available for purchase needed to successfully graduate.
Total Clock Hours	This program is 200 hours in length
Final Tests or Exams	A final skills exam is administered
Mode of Instruction	Traditional Classroom
Textbooks	Milady's Standard Professional Barbering, 5th Edition, 2011, BBC Laws and regs, Health & Safety Workbook
Required Internship or Externship	None Required
Faculty Number & Qualifications	One instructor is required to teach this educational program. The instructor must be licensed by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in the Barbering field.

Shaving
The required subjects of instruction in Shaving shall be completed with the minimum hours of 200 hours of technical instruction and practical operations for each subject-matter as described below.

<p>Preparation and Performance</p>	<p>This module will provide technical and practical instruction in 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>	<p>100 hours</p>	<p>40 operations/100 Hours</p>
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Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of 1200 include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

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PROGRAM NAME: COSMETOLOGY (CIP Code 12.0401) – 1200 Clock Hours (Exceeds State Requirements)

Name of Program	Cosmetology
Description of Program, Nature and Level of Operation	This program covers all aspects of cosmetology, skin care, manicuring and pedicuring. Successful completion of the State Board of Barbering & Cosmetology licensure, will allow the cosmetologist to perform all skills of Hair styling, Manicuring and Pedicuring Services, Makeup artistry, eyebrows beautification, and waxing.
Program Mission and Objectives	The Cosmetology course is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator Acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of hair, acquire the knowledge of general theory relative to Cosmetology and theory and acquire business management techniques common to Cosmetology. (SOC 39-5010, 39-5011, 39-5012)
Graduation Requirements	All cosmetology students are required to complete 1200 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (1200), with a minimum grade of “C”.
Program Length in Hours	1200 clock hours
Final Tests or Exams	A final skills exam is administered.
Mode of Instruction	Traditional Classroom
Textbooks	Milady Standard Cosmetology, 13th Edition, CIMA (Milady Online) ISBN 9781305721937, Study Guide: The Essential Companion ISBN 9781285769639, Exam Review ISBN 9781285769554. BBC Laws and Regs, Health & Safety Workbook
Faculty Number & Qualifications	One instructor is required to teach this educational program. The instructor must be currently licensed by the Board of Barbering and Cosmetology, and have a minimum three years of experience, education and training in the field.
Required Internship or Externship	None Required

Hair Dressing

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of 800 hours of technical instruction and practical operations for each subject-matter as described below.

Module	Description	Technical Instruction	Required Operations/Hours
Hairstyling/Haircutting	This module will provide technical and practical instruction in 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. Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	64 hours	240 operations/261 Hours
Chemical Hair Services	This module will provide technical and practical instruction in the following techniques and procedures: hair analysis, acid and alkaline permanent waving, chemical straightening, including the use of sodium hydroxide and other base solutions. 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	75 hours	116 operations/225 Hours
Manicure/Pedicure	This module will provide technical and practical instruction in the following techniques and procedures: Nail Care shall include, but is not limited to, the following theory, techniques, and procedures: water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-on, dip, tips, wraps and repairs, nail and skin analysis, nail diseases and disorders, structure of the natural nail, nail anatomy, and nail growth.	20 hours	20 operations/80 hours

Skincare	This module will provide technical and practical instruction in the following techniques and procedures: Skin Care shall include, but is not limited to, the following theory, techniques, and procedures: chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue, anatomy of the skin, nutrition and skin health, diseases and	25 hours	30 operations/125 hours
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	disorders of the skin, skin analyses, skin type, and skin care products.		
Hair Removal and Lash and Brow Beautification	This module will provide technical and practical instruction in the following techniques and procedures: Hair Removal and Lash and Brow Beautification shall include, but is not limited to, the following theory, techniques, and procedures: Tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	10 Hours	10 procedures/40 hours
Professional and Business Development	Professional and business development shall include, but is not limited to, the following theory, techniques and procedures: orientation, school rules and regulations, state laws and regulations, history, career opportunities, life skills, professional image, communication skills, preparing for licensure and employment, resume building, interviewing, money management, selling, customer service, client consultations, building a clientele, types of business, building a business and product knowledge uses and safety.	50 hours	

General Science	This module will provide technical instruction in Human Anatomy and Human Physiology.	25 hours	
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Technical Instruction in Health and Safety
The required subjects of instruction in Health and Safety shall be completed with the minimum 200 hours of technical instruction for each subject-matter as described below.

Laws and Regulations	This module will provide technical instruction in the, The Barbering and Cosmetology Act and the Board's Rules and Regulations.	50 hours	
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Health and Safety Considerations	This module will provide technical instruction in the following techniques and procedures: Health and Safety/Hazardous substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and	50 hours	
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	preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B.		
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Disinfection and Sanitation	This module will provide technical in 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.	100 hours	
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Esthetics
The required subjects of instruction in Esthetics shall be completed with the minimum hours of 200 hours of technical instruction and practical operations for each subject-matter as described below.

Module	Description	Technical Instruction	Required Operations/Hours
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<p>Manual, Electrical, and Chemical Facials</p>	<p>Facials (A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.) (B) Electrical (Shall include the use of all electrical modalities, including 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.) (C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layer 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>	<p>25 hours</p>	<p>40 operations/65 Hours</p>
<p>Eyebrow Beautification and Make-up</p>	<p>Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.) Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)</p>	<p>25 hours</p>	<p>30 operations/49 Hours</p>

PROGRAM NAME: ESTHETICIAN (CIP Code 12.0409) – 600 Clock Hours

Name of Program	Esthetician
Program Description	The Esthetician program offers a complete 600-hour course in the science and art of esthetics. The program is designed to prepare and educate each student in the fundamentals of the basic esthetic education set forth by the California Board of Barbering and Cosmetology. It will also prepare each student for the practical and theory examination for a California Esthetician License. In addition, the course will incorporate the knowledge needed for entry level employment in salons, spas, or clinical esthetics.
Program Mission & Objectives	The mission of the program is to help contribute to the workforce training needs of the area by successfully training motivated adult students in their acquisition of skills as required to be licensed as an Esthetician in California. Upon successful completion, graduates are ready to pass the required state test and be licensed as an Esthetician in the State of California.
Graduation Requirements	The esthetician student shall complete theory and operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (75%) or better. Students are evaluated through written and performance assessments. When a student has completed the required theory hours and practical operations in Esthetician with a GPA of "C" (75%) or better he or she is awarded a Certificate of Completion certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination. This educational program is designed to prepare students for employment as an Esthetician, Facialist, Lead Esthetician, Skin Care Specialist, Skin Care Technician, (SOC 39-5094).
Total Clock Hours	This program is 600 hours in length
Final Tests or Exams	None Required for Graduation
Mode of Instruction	Traditional Classroom
Textbooks	Milady's Standard Esthetics Fundamentals, 11th Edition, 2012 CIMA (Milady Online) ISBN 9780357255148, Workbook and Exam Review ISBN 9780357482841. BBC Laws and Regs, Health & Safety Workbook
Required Internship or Externship	None Required.
Faculty Number & Qualifications	One instructor is required to teach this educational program. The instructor must be currently licensed as an Esthetician by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in this field.
List the skills or competencies to be acquired by the student.	<p>At the completion of this course the student will be able to</p> <ul style="list-style-type: none"> • Analyze customer's skin care needs. • Able to discuss treatments and products with clients. • Perform facials to cleanse pores and improve skin tone. • Apply chemical peels to reduce fine lines and age spots. • Perform simple extractions to remove blackheads. • Remove unwanted facial hair using depilatory wax. • Tint eyebrows. • Instruct customers on skin care and makeup techniques.

	<ul style="list-style-type: none"> • Sterilize equipment and clean work area. • Massage the face. • Select and apply cosmetic products such as creams, lotions, and tonics. 		
Required Course	600 Hours of Technical Instruction and Practical Training as Follows	Technical Instruction	Required Operations/Hours
350 Hours of Technical Instruction and Practical Training in Facials			
Manual, Electrical and Chemical Facials:	In this module the student will learn 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.	70 hrs	140 operations/240 Hours
Preparation	The subject of Preparation shall include but not be limited to the following issues; Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.	15 hrs	
200 Hours of Technical Instruction and Practical Training in Health and Safety			
Law and Regulations	In this module the student will learn the about The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10 hrs	
Health and Safety Consideration	In this module the student will receive training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and	40 hrs	

	<p>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, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.</p>		
Disinfection and Sanitation	<p>In this module the student will learn the procedures to protect the health and safety of the consumer as well as the technician including proper disinfection procedures.</p> <p>Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	10 hrs	
Anatomy and Physiology	<p>In this module the student will learn Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.</p>	15 hrs	
Professional/Business Development. (SALON BUSINESS, RETAIL SALES)	<p>Fundamentals of business management, opening a salon, business plan, written agreements, licensing requirements and regulations, laws, salon operations, policies, practices, compensation packages, telephone use, advertising, sales, public relations, insurance, career planning, building your business. Professional and business development shall include, but is not limited to, the following theory, techniques and procedures: orientation, school rules and regulations, state laws and regulations, history, career opportunities, life skills, professional image, communication skills, preparing for licensure and employment, interviewing, money management, selling, customer service, client consultations, building a clientele, types of business, building a business and product knowledge uses and safety.</p>	50 hrs	

50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up			
Eye Brow Beautification	In this module the student will learn and have practical training in eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25 hrs	50 operations/86 Hours
Makeup	In this module the student will learn about and have practical training in skin analysis, basic and corrective application, application of false eyelashes.	20 hrs	40 operations/69 Hours

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

Manicuring			
The required subjects of instruction in Manicuring shall be completed with the minimum hours of 100 hours of technical instruction and practical operations for each subject-matter as described below.			
Module	Description	Technical Instruction	Required Operations/Hours
Manicuring and Pedicuring	Water and Oil Manicure, including nail analysis, and hand and arm massage. Complete Pedicure, including nail analysis, and foot and ankle massage.	10 hours	25 operations/41 Hours
Artificial Nails and Wraps	Artificial Nails: Liquid and Powder Brush-on Artificial Nail Tips Nail Wraps and Repairs	25 hours	120 nails/203 Hours

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

The minimum combined total clock hours of 1200 include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.

- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

PROGRAM NAME: MANICURING (CIP Code 12.0499) – 400 Clock Hours

Name of Program	Manicuring
Program Description	This is a specialty course covers all aspects of Manicuring and Pedicuring. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Manicurist to perform such skill as, Manicuring, Pedicuring, Acrylic Nails, Nail Tip Applications, Nail wraps and Repairs.
Program Mission & Objectives	The mission of the program is to help contribute to the workforce training needs of the area by successfully training motivated adult students in their acquisition of skills as required to be licensed as a Manicurist in California. (SOC code 39-5092). Upon successful completion, graduates are ready to pass the required state test and be licensed as a Manicurist in the State of California.
Graduation Requirements	The manicuring student shall complete theory and operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (75%) or better. Students are evaluated through written and performance assessments. When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (75%) or better he or she is awarded a Certificate of Completion of his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination. This educational program is designed to prepare students for employment as a Manicurist, Nail Technician, Pedicurist (SOC 39-5092).
Total Clock Hours	This program is 400 hours in length
Final Tests or Exams	None Required for Graduation
Mode of Instruction	Traditional Classroom
Textbooks	Milady's Standard Nail Technology, 6th Edition, 2011 CIMA (Milady Online, English manicuring class only) ISBN 9781337582834, BBC Laws and Regs, Health & Safety Workbook
Required Internship or Externship	None Required
Faculty Number & Qualifications	One instructor is required to teach this educational program. The instructor must be currently licensed as a Manicurist by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in this field.
List the skills or competencies to be acquired by the student.	At the completion of this program the student will be able to <ul style="list-style-type: none"> ▪ Clean and sanitize tools and work environment. ▪ Schedule client appointments and accept payments. ▪ Remove previously applied nail polish, using liquid remover and swabs. ▪ Clean customers' nails in soapy water, using swabs, files, and orange sticks. ▪ Shape and smooth ends of nails, using scissors, files, and emery boards. ▪ Apply undercoat and clear or colored polish onto nails with brush.

	<ul style="list-style-type: none"> ▪ Advise clients on nail care and use of products and colors. ▪ Assess the condition of clients' hands, remove dead skin from the hands and massage them. ▪ Soften nail cuticles with water and oil, push back cuticles, using cuticle knife, and trim cuticles, using scissors or nippers. ▪ Brush powder and solvent onto nails and paper forms to maintain nail appearance and to extend nails, then remove forms and shape and smooth nail edges using rotary abrasive wheel
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Modules of Instruction

Module	Module Description	Technical Instruction (Hours)	Minimum Required Practical Operations (actual operations) and Hours
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250 Hours of Technical Instruction and Practical Training in Nail Care

Manicures/ Pedicures/ Artificial nails	The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-on, nail tips, nail wraps and repairs, and nail analysis.	50 hrs	60 180 nails/100 hours
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150 Hours of Technical Instruction and Practical Training in Health and Safety

Laws and Regulations	The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	50 hrs	
Health and Safety Considerations	The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. 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, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	50 hrs	
Disinfection and Sanitation	The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and	60 hrs	10 operations/ 40 Hours

	<p>procedures: Procedures to protect the health and safety of the consumer as well as the technician.</p> <p>The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980.</p> <p>Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.</p>		
Bacteriology, Anatomy and Physiology	The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and condition.	10 hrs	
Professional/Business Development	Professional and business development shall include, but is not limited to, the following theory, techniques and procedures: orientation, school rules and regulations, state laws and regulations, history, career opportunities, life skills, professional image, communication skills, preparing for licensure and employment, resume building, interviewing, money management, selling, customer service, client consultations, building a clientele, types of business, building a business and product knowledge uses and safety.	40 hr	

Professionalism will be covered with the students where they will learn about communication skills that include professional ethics, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers.

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

REQUIRED DISCLOSURES

- This College does not admit students from other countries, so no visa related services are offered.
- For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying raw score of 38 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic College which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level.
- Instructions in all programs will be provided in English.
- This College does not provide ESL instruction.
- This College is nationally accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS) that is recognized by the United States Department of Education. NACCAS is located at 3015 Colvin Street, Alexandria, VA 22314, www.naccas.org, telephone number (703) 600-7600.
- All programs offered by SCCBB lead to licensure in California or certain other states.
- The policy of this College is to update the official school catalog annually, in January of each year. Annual updates may be made using supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This College makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the College may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 Fax (916) 263-1897.
- This College is a private college approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to Operate means the College is compliant with 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.
- This College has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.
- 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.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

- This College is approved by the Veterans Administration for the Barber, Cosmetology, and Esthetician programs only. SCCBB has approval for the following programs: Chapters 33, 30, 35, and 1606. In additional policies and procedures for veteran benefits is covered in the Veterans Information Bulletin.

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The College, a location of the College, or an educational program offered by the College 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 a College or a location of the College within the 120-day period before the closure of the College or location of the College or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at a College or a location of the College more than 120 days before the closure of the College or location of the College, in an educational program offered by the College 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 College has been ordered to pay a refund by the Bureau but has failed to do so.
5. The College 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 College 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 a College or representative of a College, 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 noncollecting 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.

PRIVACY ACT

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

NON-DISCRIMINATION POLICY

SCCBB does not discriminate based on age, color, sex, gender, sexual orientation, ethnic origin, race, religion, creed, physical handicap, political affiliations or beliefs in its educational programs, admissions, instruction, graduation policies or any other areas in which it operates and is prohibited from such discrimination by law. This practice of non-discrimination also extends to employment by the school and the administration of students engaged in programs and activities operated by the school. Federal sexual harassment guidelines have been adopted as a part of school policies.

ACADEMIC FREEDOM

SCCBB is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval. SCCBB encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, if they believe it would advance understanding in their specialized discipline or sub-disciplines.

SEXUAL HARRASSMENT

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

LEAVE OF ABSENCE ("LOA") POLICY

Students must adhere to this Leave of Absence (LOA) policy when requesting a leave of absence. Students must request the LOA in writing and sign the request. An LOA may be granted for the following reasons: serious illness, death in the family, or other emergency circumstances.

An LOA may not exceed 180 days. Unless mitigating circumstances exist, an LOA may only be granted once the student has been enrolled for at least 90 days (3 months). If more than one LOA is granted within any given 12-month period, the combined length of all LOAs within the 12 months may be no longer than 180 days.

The student must submit the LOA in advance unless unforeseen circumstances prevent the student from doing so. When unforeseen circumstances occur, the school may grant an LOA to a student who did not provide a written request in advance and document the reasons for their decision. The school will collect the completed LOA request form for signature upon return. The start date of the approved LOA is the first date the student could not attend.

No additional institutional charges are assessed during an approved LOA, and the expected Completion Date must be extended for the same number of approved days in the leave of absence.

Students must submit a written request outlining the reason for the requested leave, duration of leave including the requested return date, and any applicable documentation to support the request at:

Attn.: Administrative Office
Southern California College of Barber and Beauty
641 N. Broadway, Escondido, CA 92025

If unforeseen circumstances exist where the student cannot sign the Leave of Absence form, the student may contact the college by email or phone. The school will document the circumstances and allow the LOA student to sign the LOA form upon return.

LOA requests for medical purposes require medical documentation. All requests for LOA must be signed and dated by the student and should be submitted to the Administration Office for **evaluation**. Written requests are reviewed on an individual basis with consideration given to the following criteria:

- (1) Student eligibility for the Leave of Absence,
- (2) Complete and compliant written and signed requests,
- (3) Reason for LOA request,
- (4) Any other applicable factors or considerations, and
- (5) Reasonable expectation is that the student will return upon completing the LOA.

While on a leave of absence, the student is not considered withdrawn; therefore, no refund calculation will be performed. An unofficial LOA or a student's failure to return from an LOA and upon the

expiration of the requested LOA, the student will be considered dismissed. The withdrawal date for calculating a refund will be the student's last date of attendance.

A student who has taken an approved Leave of Absence will require to sign an addendum to their existing Enrollment Agreement. The graduation date will be extended by the same number of calendar days taken in the LOA period. The student and the school administrative staff must sign and date the Enrollment Agreement addendum. The contract date on the addendum form will be extended by the same number of calendar days taken in the LOA period.

Failure to Return From LOA

Students who fail to return to class as scheduled following an LOA will be terminated from the program. As required by federal statute and regulation, the student's last date of attendance prior to the LOA will be used to determine the amount of tuition earned.

LOA Impact on Title IV Loans

An LOA will impact Title IV loans. During an LOA, scheduled Title IV loans will not be disbursed. All scheduled disbursements will be on hold until the student returns from the LOA. Federal loans already disbursed will enter the six-month grace period. During the six-month grace period, students are not required to make payments on their federal student loans. If the student does not return on the scheduled LOA return date, the student will be dismissed, and the Department of Education will be notified. The loan servicers will inform the student of the repayment date. If the student cannot make payment, they have to contact the loan servicer to determine if they qualify for a deferment (unemployment, economic hardship deferments, or forbearance).

STUDENT GRIEVANCE PROCEDURES – STUDENT RIGHTS

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for any further action may be made in writing by completing the Grievance form and sending it to the School Director.

- (1) Complaints must be in writing and addressed to School Administrator:

Southern California College of Barber and Beauty
Attn: Linda Garcia, School Director
641 N. Broadway
Escondido, CA 92025

- (2) A school representative will meet with the complainant within 10 days.
- (3) If the problem is not resolved, the complainant will be referred to the complaint committee.
- (4) The committee will meet with the complainant and document the meeting. The complainant will receive a copy of the documentation. If additional information is required, the complainant must write this information and present it to the committee.
- (5) Within 15 days the complainant will receive the committee's written response outlining the steps to correct the problem or state that the complaint was not warranted nor based on fact.
- (6) Any questions a student may have regarding this catalog or any complaints that have not been satisfactorily answered by the institution may be directed to the:

Bureau for Private Postsecondary Education

(Physical Address)

1747 North Market, Ste 225

Sacramento, CA 95834

Or

(Mailing Address)

Bureau for Private Postsecondary Education

P.O. Box 98018

West Sacramento, CA 95798-0818

Toll Free (888) 370-7589 Fax 916-263-1897

www.bppe.ca.gov

- (7) Any questions a student may have regarding this catalog or any complaints that have not been satisfactorily answered by the institution may be also directed to the accrediting agency:

NACCAS

3015 Colvin Street

Alexandria, VA 22314

www.naccas.org

- (a) Any complaint must be submitted to the Executive Director or the Commission and signed by the complainant. A form is available on the NACCAS website, or by request.
- (b) A complaint must:
- (1) State the basis for any allegations of noncompliance with NACCAS' Goals of Accreditation, Standards and Criteria, Rules of Practice and Procedures, or other Commission requirements.
 - (2) Contain all relevant names and dates and briefly describe the actions forming the basis of the complaint.
 - (3) Be accompanied by copies of any documents materials that support the allegations, when available.
 - (4) Include a release from the complainant(s) authorizing the Commission to forward a copy of the complaint, including the identity of the complainant(s), to the institution.
 - (5) Complaints filed and submitted to NACCAS for an individual grievance cannot be kept confidential, since information must be obtained from the school to address the individual's allegations.

STUDENT SERVICES

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

When needed, advising is available to all students. Instructors or advisors will meet with each student to discuss any classroom or financial problem. Each student will have his/her progress monitored at least four (4) times during the course, as stated in Grading Policy & Progress System. Those students experiencing academic or other problems will be counseled by an instructor and/or advisor to help overcome whatever difficulty is being experienced. Students are encouraged to take advantage of this service. Students may request, and will be granted, additional advising sessions if desired.

Any personal problems of any nature that the Colleges staff can be of assistance by listening and/or advising will be conducted by a designated staff member. Our student services can provide a list of outside services available in the area to support the student's needs. The list of services includes doctors, lawyers, and other community support services.

Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student's progress. The results of these evaluations are discussed with each student and remedial assignments are made when required.

Placement Services

While SCCBB will make every effort to place students in suitable positions, **NO guarantee of employment or salaries can be made or implied.** Graduates may make an appointment with the School Director or other Administrative Staff for consultation and assistance in obtaining employment. The College provides a "Job Listing" bulletin board for students to review employment opportunities.

The College offers career, academic and individual advisement to all students. Advisement sessions are regularly scheduled, but students may request counseling at any time.

Student Housing

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

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

STUDENT RECORDS AND TRANSCRIPTS

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. If a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of

the official transcript is provided at no charge. Subsequent copies are available upon advance of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution is paid and current.

WITHDRAWAL POLICY (Official and Unofficial)

For determining the amount, owed for the time attended, the student shall be deemed to have withdrawn from the course when any of the following occurs:

- (1) The student notifies the school of withdrawal or the actual date of withdrawal.
- (2) The College terminates enrollment or expels them for any reason, course or program cancellation or school closure.
- (3) The student fails to attend classes for 10 scheduled class days (14 calendar days). In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. (Unofficial withdrawals will be determined by monitoring attendance every 30 days).
- (4) If an approved Leave of Absence (LOA) is allowed and the student tells the school that they will not be returning, the withdrawal date shall be the earlier of the scheduled date of return from the LOA or the date the student notifies the school of not returning.

GROUNDS FOR TERMINATION

- If at the end of the probationary period, the student has still not met both the pace and academic requirements for Satisfactory Academic Progress they are subject to termination of enrollment.
- Students are always expected to behave professionally and respectfully. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this College.

Institutional Refund Policy (California State Mandated)

The College shall issue a refund for unearned institutional charges, less the non-refundable registration fee, if the applicant cancels an enrollment agreement or withdraws during a period of attendance a fair and equitable settlement will apply. The following policy applies to all termination or dismissal for any reason, by either party, including student decision, course or program cancellation or school closure. The refund policy for students who have completed 60 percent of the scheduled clock hours has elapsed or less of the period of attendance shall be a pro rata refund. The College shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

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

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

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

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

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

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

The National Accrediting Commission of Career Arts and Sciences policy is not used in this refund policy nor in any of its collection efforts.

Refund Distribution Order

If any refunds are due based on the Institutional Refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the following order:

The order of payment of refunds is,

- (1) Agency payment(s)
- (2) Student

RETURN TO TITLE IV OVERVIEW

The Return of Title IV Policy (R2T4) addresses federal financial aid recipients who withdraw from SCCBB ("College") and are subject to a return of Title IV calculation. This policy applies to students who received or were entitled to Title IV funds during the payment period in which the student withdrew. The College will determine the amount of federal grant and loan received for the payment period, to determine the percentage of Title IV earned for the payment period prior to withdrawal. The percentage of federal financial aid determined to be unearned for the payment period must be returned to the federal financial aid program(s).

Return to Title IV Policy

When a federal financial aid recipient withdraws from the College prior to the end of the payment period, a R2T4 calculation must be calculated to determine the amount of federal financial aid funds earned as of the withdrawal date (e.g., last date of attendance). If the total amount of aid earned is less than the amount of federal financial aid funds disbursed to the student, the difference between these amounts is returned to the applicable aid program(s). If the federal financial aid funds are greater than federal financial aid funds disbursed, the difference between these amounts are treated as a post withdrawal disbursement. In all cases, a R2T4 is required for any student who withdraws, regardless of 100% earned for the payment period.

Return to Title IV Calculation

The amount of federal financial aid earned is calculated by determining the percentage of days in the payment period completed and applying this percentage to the total amount of aid disbursed and that

could have been disbursed for the payment period. A payment period is defined as the standard term. If conditions for a late disbursement are met prior to the date the student became ineligible (the student's last date of attendance), any undisbursed federal financial aid will be counted as aid that could have been disbursed.

Percentage of Federal Financial Aid Earned

The calculation of *Percentage of Federal Financial Aid Earned* includes all financial aid disbursed or that could have been disbursed to a student. This percentage is equal to the percentage of the payment period completed by the student as of the student's last date of attendance in the payment period. If the student withdraws after successfully completing the payment period, 100% of the federal financial aid funds are earned and no calculation is required. If the withdraw date occurs after the student completes more than 60% of the payment period, the student earns 100% of the federal financial aid funds.

Total Clock Hours Completed in the Payment Period

The total number of actual clock hours completed in the payment period (numerator) is the count of clock hours from the payment period start date to the student's last date of attendance.

Treatment of a Return of Title IV and a Credit Balance

The College will hold a federal financial aid credit balance until completion of the Return of Title IV (R2T4) process. (Refer to the *Return of Title IV Policy* for additional information.) Once the R2T4 calculation is completed, if there is any federal financial aid credit balance remaining, the College allocates the credit balance as follows:

- First, to repay any grant overpayment owed by the student as a result of his/her withdrawal.
- Within 14 days of the date the R2T4 calculation is performed, the College pays any remaining federal financial aid credit balance in one or more of the following ways:
 - Pay authorized charges at the College; or
 - Pay the student directly (or parent for a Direct PLUS loan) Refer to the Return of Title IV Policy for additional information.

Returning Unclaimed Federal Financial Aid Credit Balances

Federal financial aid funds may not escheat to a state or any other third party. The College will attempt to disburse credit balances to the student or parent. However, if the credit balance funds are returned to the College or not cashed by the borrower, the College will cease all attempts to disburse the funds and return them to the appropriate lender no later than 240 days after the date the first check is issued. If the funds were issued via electronic funds transfer (EFT) and subsequently returned or rejected, the College returns the funds to the applicable federal financial aid programs no later than 45 days after the funds were returned or rejected.

All unclaimed credit balances will be returned in the following order:

- Federal Direct Unsubsidized Loans (other than Direct PLUS)
- Federal Direct Subsidized Loans
- Federal Direct PLUS Loans
- Federal Pell Grant

Timelines for Return of Funds

The College completes a student's R2T4 calculation within 45 days of the College's date of determination. The College returns the amount of federal financial aid funds for which it is responsible as soon as possible but no later than 45 days after the date the College determines the student has withdrawn.

Title IV Refund Distribution Order

If any refunds are due based on the Title IV Refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the following order:

- (1) Federal Direct Unsubsidized Loans
- (2) Federal Direct Subsidized Loans
- (3) Federal Direct Parent PLUS loans
- (4) Federal Pell Grant
- (5) Iraq and Afghanistan Service Grant

Conditions for a Late Disbursement (Including Post Withdrawal Disbursements)

The Department of Education (ED) processed a Student Aid Report (SAR) or Institutional Student Information Record (ISIR) with an official Expected Family Contribution (EFC) for the student (except in the case of a parent PLUS Loan)

- The SCCBB originated a Direct Loan (DL)
- The College does not include as a post-withdrawal disbursement any funds that it was prohibited from disbursing on or before the date the student withdrew, which would apply to the following:
- Second or subsequent disbursements of DL funds unless the student has graduated or successfully completed the loan period.
- Disbursements of Federal Pell Grant funds to a student for whom the College did not receive a valid SAR or a valid ISIR by the deadline date established by ED. Federal Pell Grant funds for a subsequent payment period when the student has not successfully completed the earlier payment period for which the student has already been paid.

DISCIPLINARY/CONDUCT POLICY

Student Rules, Regulations, and Disciplinary Action

Students are always expected to behave professionally and respectfully. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending SCCBB.

The Following can lead to Disciplinary action which include either suspension (From One-Day to Two-Weeks) or Immediate Withdrawal (Termination). This is at the discretion of the School Director.

- (1) Theft
- (2) Altering or forging timecards.
- (3) Causing extreme or willful disruption of the school.
- (4) Use of drugs or alcohol in school.
- (5) Physical abuse of another person

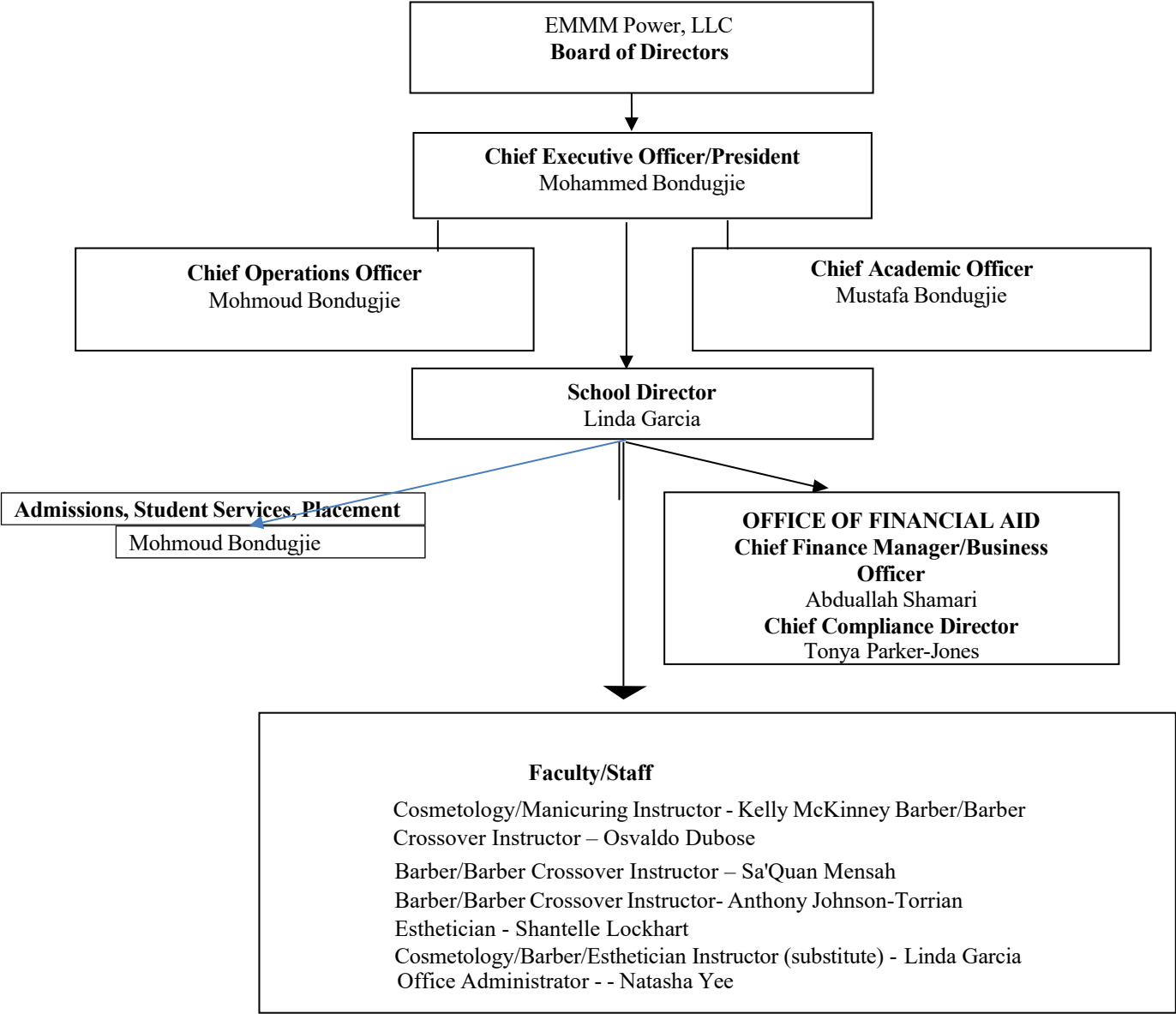
The Following May Result in a Suspension (From One-Day to Two-Weeks). This is at the discretion of the School Director.

- (1) Leaving school without permission of instructor.
- (2) Failure to have proper equipment when needed.
- (3) Use of foul language, ethnic, racial, or sexual slurs.
- (4) Receiving personal services without instructor's permission.
- (5) Gossiping or causing discord in the school.
- (6) Smoking outside of designated areas,
- (7) Refusing to perform an assignment, patron or otherwise.
- (8) Removing timecards from school premises.
- (9) Using products or performing services not on patron ticket.
- (10) Modifying customer services without consulting instructor.
- (11) Improper uniform.
- (12) Dirty uniform or unsatisfactory personal cleanliness.
- (13) Failure to observe sanitary rules and regulations.
- (14) Shouting.
- (15) Use of cell phone inside the school or outside without clocking out.
- (16) Eating or drinking outside of designated areas.
- (17) Entering offices or being behind desk without permission.
- (18) Failure to clean up work area or perform assigned cleanup duties.
- (19) Leaving class or clinic without permission.
- (20) Failure to clock in or out properly.
- (21) Failure to take lunch break at proper time.
- (22) Showing discourtesy to anyone in school.
- (23) Excessively late without notice.

General

A third suspension or a third violation of the above school rules may result in termination from the SCCBB. These guidelines are not all inclusive, as there may be other situations that may require action of the school. These guidelines may be revised at any time. They will then be posted on the bulletin board.

ORGANIZATIONAL CHART
 Southern California College of Barber and Beauty



NACCAS Statistics

OUTCOMES RATE

Current Year

Graduation Rate: 94.29%

Placement Rate: 72.73%

Licensure Rate: 76.92%

Institutional Rate Summary

Number of exempt students from the 2021 Annual Report: 4

Item 1 - Number of students scheduled to graduate: 35

Item 2 - Number of students (from Item 1) who actually graduated as of deadline / submission of Annual Report: 33

Item 3 - Number of students (from Item 2) who are eligible for employment: 33

Item 4 - Number of eligible individuals (from Item 3) employed in a field for which training prepared them: 24

Item 5 - Number of individuals (from Item 2) who took all portions of their licensing exam: 26

Item 6 - Number of individuals (from Item 5) who passed all portions of licensing exam: 20

Item 7 - Length of longest NACCAS approved program taught in 2021 or 2022 (F/T or P/T) in weeks: 24

Item 8 - The total # of students who started training between September 1, 2021 to August 31, 2022 was 39

Program Specific Summary

Program Category: 12.04 Cosmetology and Related Personal Grooming

Graduation Rate: 94.29%

Placement Rate: 72.73%

Licensure Rate: 76.92%

Item 1 - Number of students scheduled to graduate: 35

Item 2 - Number of students (from Item 1) who actually graduated as of deadline / submission of Annual Report: 33

Item 3 - Number of students (from Item 2) who are eligible for employment: 33

Item 4 - Number of eligible individuals (from Item 3) employed in a field for which training prepared them: 24

Item 5 - Number of individuals (from Item 2) who took all portions of their licensing exam: 26

Item 6 - Number of individuals (from Item 5) who passed all portions of licensing exam: 20

Enrollment Information

Number of students enrolled as of January 1, 2021: 17

Number of students who started training in 2021 calendar year: 25