

MARMEL BEAUTY ACADEMY, INC.  
COSMETOLOGY | ESTHETICIAN | MANICURING

SCHOOL CATALOG

JANUARY 1, 2023 TO DECEMBER 31, 2023

Revised January 18, 2023

\*\*\*A Non-Accredited Institution\*\*\*

6444 Bellingham Ave, North Hollywood, CA 91606 ♦ Tel: (818) 617-2717 ♦

[www.marmelbeauty.com](http://www.marmelbeauty.com)

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## **WELCOME TO MARMEL BEAUTY ACADEMY!**

**Congratulations for considering Marmel Beauty Academy, Inc., to assist you in achieving your desired career goals. You are now entering a field that will provide you with opportunities for a successful future in the Beauty Industry.**

**To achieve our mission, Marmel Beauty Academy, Inc. is approved to offer the following programs:**

<b>Cosmetology</b>	<b>1000 Clock Hours</b>
<b>Esthetician</b>	<b>600 Clock Hours</b>
<b>Manicuring</b>	<b>400 Clock Hours</b>

**Our training is focused for students to pass the appropriate California State Board of Barbering and Cosmetology licensure examinations. All training includes written preparation mock board as well in all the programs to help ensure success at the State Board Exam.**

**This Catalog contains important information about the programs that we offer to help guide you as you take the next important steps towards your future. To be successful in the programs at Marmel Beauty Academy Inc., you need to be prepared for hard work, dedication, and practice on your part. Our goal is to prepare our students with only the most advanced and newest techniques in the Beauty Industry.**

**Our programs are designed to prepare and guide you to obtain the necessary skills for a successful career. Additional information may be found on our website at: [www.marmelbeauty.com](http://www.marmelbeauty.com)**

**Sincerely,**

**Maga Margarita Nichole, Owner**

## APPROVAL DISCLOSURE STATEMENT

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution 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 California code of Regulations.

The California Department of Consumer Affairs – Board of Barbering and Cosmetology (BBC) approves the facilities, equipment and curriculum for Barber and Cosmetology Schools. Minimum requirements must be met for approval by the Board.

The following courses have BPPE & BBC approvals:

Cosmetology	1000 Clock Hours
Esthetician	600 Clock Hours
Manicuring	400 Clock Hours

The Department of Labor SOC/O\*Net Codes for our programs that lead to careers:

Cosmetology	39-5012.00
Esthetician	39-5094.00
Manicuring	39-5092.00

Entry-level positions for our graduates include: Hair stylist, Hair Colorist, Make-up Artist, Skin Care Specialist, Manicurist, Pedicurist, Nail Artist, Vocational Education Teacher (with a minimum of 3 years of Salon/Shop experience and education).

## CATALOG CERTIFICATION

Marmel Beauty Academy Inc. certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of Marmel Beauty Academy Inc., and updates the catalog on an annual basis. Marmel Beauty Academy Inc. makes every effort to ensure accuracy of the information obtained. Any questions that have not been satisfactory answered by the Academy may be directed to:

**The Bureau For Private Post Secondary Education**  
**1747 N. Market Blvd, Ste. 225 Sacramento, CA 95798-0818**  
**Telephone: (916) 574-8900 or (888) 370-7589**  
**Fax: (916) 263-1897**  
**Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

All students are encouraged to read the catalog prior to signing an enrollment agreement. You may access the catalog by visiting Marmel Beauty Academy Inc. website at [www.marmelbeauty.com](http://www.marmelbeauty.com) under "Disclosures". A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's website at [www.bppe.ca.gov](http://www.bppe.ca.gov)

## STATEMENT OF NON – DISCRIMINATION

Marmel Beauty Academy Inc. does not discriminate on the basis of race, creed, color, religion, sex, sexual orientation, gender expression, gender identity, disability, age, marital status, ethnic origin, national origin, or on any other basis prohibited by federal or state law, in employment or in its educational program.

This policy applies to hiring of all positions and admissions of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements. The School Admissions Advisor is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the program.

## BANKRUPTCY DISCLOSURE

Marmel Beauty Academy Inc. does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not 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 (11 U.S.C. Sec. 1101 esq.).

## FACILITY & EQUIPMENT

Marmel Beauty Academy Inc. has approximately 4780 square feet of suitable space devoted to teaching the science and art of the beauty and wellness industry located on a busy thoroughfare on the first floor of a retail strip. Adequate parking is available on both sides of the school.

Classrooms are equipped with visual aids and/or other instructional resources, which are for the use of students. Student Salon/Reception is equipped with TV/DVD for visual aids. The students purchase a practical kit consisting of the equipment necessary to complete their chosen course of study before they start class. Students are responsible for the maintenance and safety of their equipment and supplies. The school assumes no responsibility or liability for the maintenance and safety of their equipment and supplies. The school assumes no responsibility or liability for lost or stolen personal items. Students will be held responsible for replacing any lost, stolen, or damaged items. Students receive instruction on school owned equipment, hardware and software. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

Marmel Beauty Academy Inc. is divided into a reception area, offices, dispensary, theory and practical classrooms, student clinic, student lounge, and library. Dressers, shampoo bowls, sterilizers, dryers, portable dryers, mannequins, microdermabrasion machines, magnifying lamps and other current modalities to perform on demand services and other equipment are furnished for the benefit of students. The institution furnishes all equipment as mandated by the Board of Barbering and Cosmetology Article 6. Section 904 as listed below.

The minimum equipment for a school of cosmetology shall be as follows:

(1) Electrical equipment for giving instruction in skin care and electrical facials.

NOTE: Equipment shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.

- |  |    |
|--|----|
| (2) Mannequins, with a full head of hair | 10 |
| (3) Time clocks or time scanner          | 1  |



(4) Shampoo bowls	5
(5) Dryers	6
(6) Facial chairs or facial couches	2
(7) Manicure stations	6
(8) Thermal hair straighteners:	
a. Non-electric comb	3
b. Stove (for non-electric combs)	1
c. Electric curling iron	1
d. Non-electric curling iron (at least two sizes)	3
e. Stove (for non-electric curling irons)	1
(9) Hairstyling or barber chairs	15

**The minimum equipment for a school of barbering shall be as follows:**

(1) Mannequins, with a full head of hair	7
(2) Time clock or time scanner	1
(3) Shampoo bowls	3
(4) Dryers	4
(5) Hairstyling or barber chairs	8
(6) Electric curling iron	1
(7) Non-electric comb	1
(8) Non-electric curling irons (at least two sizes)	2
(9) Stove (for non-electric combs)	1
(10) Towel steamer	1

## **MISSION STATEMENT & EDUCATIONAL OBJECTIVES**

The mission of Marmel Beauty Academy Inc. is to offer students the training, knowledge and technical skills necessary to pass the California State Board of Barbering and Cosmetology examination. Successful students will be able to work effectively in the beauty industry. In order to achieve this objective Marmel Beauty Academy Inc. does the following:

- 1. Maintain a highly skilled and qualified staff.**
- 2. Provides the student with a comprehensive curriculum in the basics and advanced areas of beauty industry related career and subjects, with emphasis on salon techniques and current up to date trends.**
- 3. Teaches the value of professionalism and business skills in the beauty industry related career path, including high standards of workmanship and personal conduct, which will enable the student to acquire employment in an entry level position and be an asset to the salon or spa of his/her choice.**
- 4. Conducts its business in an ethical and educational atmosphere that is a credit to the beauty industry related career path.**

## **APPROVAL**

**1. Marmel Beauty Academy Inc. is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and division 7.5 of Title 5 of the California Code of Regulations [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone (916)431-6959 Fax (916) 236-1897**

**2. State Board of Barbering and Cosmetology. P.O Box 944226 Sacramento, CA 94244-2260 Phone (916) 574-7574 [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)**

## MARMEL BEAUTY ACADEMY INC. OFFICERS AND FACULTY

CEO/ OWNER Maga Nichole	ADMISSIONS Maga Nichole	CHIEF ACADEMIC OFFICER Linda Lamb
STUDENT SERVICES Rubina Aghajanyan	COSMETOLOGY INSTRUCTOR Helene Castro	ESTHETICIAN INSTRUCTOR Sabrina Ruelas
ESTHETICIAN INSTRUCTOR Vallarie Ruelas	MANICURING INSTRUCTOR Vivian Ngan Kim Nguyen	RECEPTIONIST Rubina Aghajanyan

### Faculty Listing and Qualifications

Each member of our Academy is dedicated to the success of our enrolled students.

California instructional staff members possess current state licenses, where required. California instructors possess a minimum of (3) years of experience, education and training in current practices of subject teaching, per California State Law. Marmel Beauty Academy Inc. student to instructor ratio is 30:1.

#### COSMETOLOGY

Helene Castro – Licensed Cosmetologist with over 23 years of experience in the field.

#### ESTHETICIAN

Sabrina Ruelas – Licensed Esthetician with over 10 years of experience in the field.

Vallarie Ruelas - Licensed Esthetician with over 15 years of experience in the field.

#### MANICURING

Vivian Ngan Kim Nguyen – Licensed Manicurist with over 20 years of experience in the field.

## **HEALTH, SAFETY AND EVACUATION PLAN**

The institution will keep all working areas in a clean and safe condition at all times. The student should be aware of the physical demands required by the beauty and wellness professional industry. The industry generally requires continued standing, sitting, constant use of the upper torso, shoulder, arms, wrist, hands, upper back and neck and the necessary care for the handling of harmful materials.

Students must be careful of the application of liquids that can produce allergies or discomfort. A student must be physically capable of performing all required activities conducted at Marmel Beauty Academy Inc. and comply with all safety policies and procedures.

1. **Proper Ventilation:** Some fumes can be harmful.
2. **Proper Use of Flammables:** Read labels and always follow precautions.
3. **Designated smoking areas:** Never smoke or permit clients to smoke while being served. Avoid other sources of open flames.
4. **Safe Product Storage:** Store products in closed containers and prevent spills or leakage. Store in adequately ventilated area and in moderate temperature.
5. **Protection during application:** Follow directions, wear gloves and/or goggles as directed, properly drape client. Apply your professional training.
6. **Proper Use of First Aid:** Keep first aid kit available at front desk.
7. **Fire Safety:** Post and review evacuation procedure during new student orientation.
8. **In the event of fire:**
  - a) **Contact fire department** (Keep number readily available. Give name and address of business, nature of fire (what is burning), and name of person reporting the fire.
  - b) **Evacuate premises** by following the planned procedure for the facility.
  - c) **Plan alternate exits** for use in the event regular route is blocked by the fire.
  - d) **Service extinguishers** at last annually.
9. **Use of extinguishers.** Install away from potential fire hazards and near an escape route. Follow the instructions. Many work as follows:
  - a. **Pull the pin**
  - b. **Aim the nozzle**
  - c. **Squeeze the handle**
  - d. **Sweep from side to side at base until fire goes out.**
10. **Recommended Procedures:** The National Fire Protection Association recommends that you should **ONLY** stand and fight a fire if **ALL** the following are **TRUE**:
  - a. **Everyone is leaving the premises and fire department has been called.**

- b. The fire is small and confined to the work area where it started (wastebasket, cushion, small appliance, etc.)
- c. You can fight the fire with your back to an escape route.
- d. Your extinguisher is rated for the type of fire you are fighting and is in good working order.
- e. You know how to operate the extinguisher.

### **Crisis Procedure Checklist**

A crisis plan must address many complex contingencies. There should be a step-by-step procedure to use when a crisis occurs. Guidelines:

- Assess life/safety issues immediately.
- Provide immediate emergency medical care.
- Call 911 and notify police/rescue first.
- Convene the crisis team to assess the situation and implement the crisis response procedures. (school owner, administration officers, school staff)
- Evaluate available and needed resources.
- Alert school staff to the situation.
- Activate the crisis communication procedure and system of verification.
- Secure all areas.
- Implement evacuation and other procedures to protect students and staff from harm. Implement post-crisis procedures.

For more information visit the [Federal Emergency Management Agency](#).

<b>California Department of Industrial Relations Division of Occupational Safety &amp; Health</b>
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**What Employers and Workers Need to Know about COVID-19 Isolation & Quarantine** This fact sheet provides employers and workers not covered by the Aerosol Transmissible Diseases standard with information on when and for how long workers must be excluded from the workplace if they test positive or are exposed to someone who has COVID-19. The chart below reflects the new California Department of Public Health (CDPH) isolation and quarantine periods guidance from April 6, 2022 and the third re-adoption of the Cal/OSHA COVID-19 Prevention Emergency Regulation effective May 6, 2022. More information is available on Cal/OSHA's ETS FAQs and CDPH's Isolation and Quarantine Guidance. Employees who test positive for COVID-19 must be excluded from the workplace as described in Table 1. For employees who had a close contact, employers must review CDPH guidance and implement quarantine and other measures in the workplace to prevent COVID-19 transmission in the workplace. Please refer to table 2 and table 3 below for CDPH quarantine guidance after close contact. Where the tables below refer to action to be taken on a specified day (e.g. "day 5" or "day 10"), day 1 is the first day following the onset of symptoms or, if no symptoms develop, the day following the first positive test.

**Table 1: Exclusion Requirements for Employees Who Test Positive for COVID-19**

Requirements apply to all employees, regardless of vaccination status, previous infection, or lack of symptoms.

- Employees who test positive for COVID-19 must be excluded from the workplace for at least 5 days after start of symptoms or after date of first positive test if no symptoms.
  - Isolation can end and employees may return to the workplace after day 5 if symptoms are not present or are resolving, and a diagnostic specimen\* collected on day 5 or later tests negative.
  - If an employee's test on day 5 (or later) is positive, isolation can end, and the employee may return to the workplace after day 10 if they are fever free for 24 hours without the use of fever-reducing medications.
  - If an employee is unable to or choosing not to test, isolation can end, and the employee may return to the workplace after day 10 if they are fever free for 24 hours without the use of fever-reducing medications.
  - If an employee has a fever, isolation must continue, and the employee may not return to work until 24 hours after the fever resolves without the use of fever-reducing medications.
  - If an employee's symptoms other than fever are not resolving, they may not return to work until their symptoms are resolving or until after day 10.
  - Employees must wear face coverings around others for a total of 10 days.
- Please refer the FAQs regarding face coverings for additional information \*Antigen test preferred.

ii – A fever is a measured body temperature of 100.4 degrees Fahrenheit or higher.

iii – A fever resolves when 24 hours have passed with no fever, without the use of fever-reducing medications

**Table 2: CDPH Guidance for Close Contacts – Employees Who Are Exposed to Someone with COVID-19. (Applies to All Employees Except those in High-Risk Settings)**

For employees who are asymptomatic. Applies to all employees, regardless of vaccination status.

- Exposed employees must test within three to five days after their last close contact. Persons infected within the prior 90 days do not need to be tested unless symptoms develop.
- Employees must wear face coverings around others for a total of 10 days after exposure. Please refer to the FAQs on face coverings for additional information.
- If an exposed employee tests positive for COVID- 19, they must follow the isolation requirements above in Table 1.
- Employees are strongly encouraged to get vaccinated and boosted.

For employees who are symptomatic. Applies to all employees, regardless of vaccination status.

- Symptomatic employees must be excluded and test as soon as possible. Exclusion must continue until test results are obtained.
- If the employee is unable to test or choosing not to test, exclusion must continue for 10 days.
- If the employee tests negative and returns to work earlier than 10 days after the close contact, the employee must wear a face covering around others for 10 days following the close contact.
- CDPH recommends continuing exclusion and retesting in 1-2 days if testing negative with an antigen test, particularly if tested during the first 1-2 days of symptoms.
- For symptomatic employees who have tested positive within the previous 90 days, using an antigen test is preferred.

### Table 3: CDPH Guidance for Close Contacts – Specified High-Risk Settings

Applies to employees who are:

- Not fully vaccinated, OR • Not infected with SARS-CoV-2 within the prior 90 days.

AND who work in the following high-risk settings:

- Emergency Shelters
- Cooling and Heating Centers
- Long Term Care Settings & Adult and Senior Care Facilities\*
- Local correctional facilities and detention centers\*
- Healthcare settings\* \* Please note that some employees in these high-risk settings are covered by the Aerosol Transmissible Diseases standard (section 5199) and are subject to different requirements. Please see the Scope of Coverage section of the FAQ for additional information.

- Exposed employees must be excluded from work for at least five days after the last known close contact.
- Exclusion can end, and exposed employees may return to the workplace after day 5 if symptoms are not present and a diagnostic specimen collected on day 5 or later tests negative.
- If an employee is unable to test or choosing not to test, and symptoms are not present, work exclusion can end, and the employee may return to the workplace after day 10.
- Employees in these settings must wear a face covering while indoors and around others in accordance with CDPH's universal masking guidance.
- Employees are strongly encouraged to get vaccinated or boosted.
- If employees develop symptoms after returning to work, they must be excluded from the workplace and test as soon as possible. If employees test positive, they must follow the isolation requirements in Table 1

## COURSE CALENDAR

### SCHOOL OFFICE HOURS

Monday through Thursday from 9:00 am to 7:00 pm

### SCHOOL CALENDAR

We offer day and evening classes. Your schedule will be determined based on the specific program you choose: Cosmetology, Manicuring, or Esthetics.

### DAY CLASS SCHEDULE

Part Time – Monday through Thursday: 9:00 a.m. – 3:00 p.m.

Full Time – Monday through Thursday: 9:00 a.m. – 5:00 p.m.

### EVENING CLASS SCHEDULE

Part Time - Monday through Thursday: 5:00 p.m. -- 10:00 p.m.

Full Time – Monday through Thursday: 3:00 p.m. - 10:00 p.m

## Marmel Beauty Academy Inc. Observes the following holidays:

HOLIDAYS	DATES
New Year's Day	January 1, 2023
Martin Luther King Jr.	January 16, 2023
Presidents Day	February 20, 2023
Armenian Genocide Memorial Day	April 24, 2023
Memorial Day	May 29, 2023
Independence Day	July 4, 2023
Labor Day	September 4, 2023
Veteran's Day	November 13, 2023
Thanksgivings Day	November 23, 2023
Winter Vacation	December 22, 2023-January 2, 2024

The School reserves the right to close the school or cancel classes for special circumstances or emergencies. In the event of such a situation, students will be notified by (Phone call, email, and text message) of the closure and the date of re-opening. Student scheduled hours/ anticipated completion dates and contract end dates would be adjusted for the interruption.

### STARTING DATES

Marmel Beauty Academy Inc. has continuous enrollments and students can enroll anytime during the year. All classes begin every Monday of each week.

### ADMISSION POLICY

#### ADMISSIONS

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. Prospective students are also encouraged to visit the physical facilities of the school and to discuss personal educational plans with school personnel prior to enrolling or signing the enrollment agreement. Prospective students can obtain a copy of this catalog electronically at [www.marmelbeauty.com](http://www.marmelbeauty.com)

#### ADMISSIONS POLICY

The following are the requirements and procedures for admission to Marmel Beauty Academy Inc.

1. Applicants to Marmel Beauty Academy Inc. must attend an initial personal interview, which determines the prospect of the individual's success in his/her chosen program. Parents and significant others are encouraged to attend.
2. All applicants must complete an application for admission (Prospective student questionnaire)
3. All applicants are given a tour of the campus before enrolling.
4. Provide a valid Proof of High School Education. This includes a copy of a high school diploma, high school transcript, GED or an ATB test.
5. All applicants must complete financial arrangements prior to admission.
6. All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).
7. Provide a government issued photo identification, or proof of legal residency
8. Provide a valid Social Security Card or ITIN
9. All applicants must pay a non-refundable registration fee in the amount of \$100.00
10. If you are 18 years of age with proof of High School Diploma or Equivalent of a GED
11. If you are at least 17 and a high school graduate:
  - a. You need to provide your valid U.S. High School Diploma, a GED, or high school transcripts verifying your graduation date.
12. If you do not have a high school diploma or GED, you must take an ATB test



13. If you are at least 18, an immigrant to the United States, and have completed high school or its equivalent in your country of origin:

- a. you need to provide a copy of your high school / secondary school education credential as well as an English Translated copy that clearly identifies completion of high school / secondary education that is equivalent to a U.S. High School Diploma. If the out of state / country education certificates are translated by a bona fide, third-party document evaluation service, the translation must be that company's letterhead. The translation must be conducted at your own expense.

14. Marmel Beauty Academy Inc. does not admit students who have a record of a felony conviction.

15. Marmel Beauty Academy Inc. does not offer instructions in any other languages.

16. If you have been homeschooled and the state in which you were homeschooled treats home schools as a home or private school:

- a. You need to provide your valid home school diploma.
- b. To provide EITHER a copy of the state – issued secondary school completion credential (if your state issues this certificate), OR a copy of the Private State School Affidavit issued by the state for the school from which the diploma was granted.
- c. To present a valid Social Security card and a valid government issued photo identification card or driver's license.

## **VERIFICATION OF HIGH SCHOOL DIPLOMA**

Marmel Beauty Academy Inc. will verify the authenticity of the high school diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation and the courses completed. If a transcript is not available, the student will be required to take and pass the GED test prior to Enrollment.

## **STUDENTS WITH PRIOR HOUR**

### **CALIFORNIA:**

Prior hours will be granted to students with training from a licensed Cosmetology School in California with proper documentation. We reserve the right to determine the amount of credit we will accept. Prior hours will be accepted and applied prior to signing the Enrollment Agreement. We cannot grant hours after you start school.

### **OUT OF STATE / COUNTRY HOURS:**

The California Board of Barbering and Cosmetology must evaluate all prior training to obtain credit. Marmel Beauty Academy Inc. reserves the right to determine the amount of credit we will accept upon State evaluation. The documents required for this process can be found on the California Board and Barbering [website at www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) the Board of Barbering and Cosmetology will then issue a letter indicating the credit it has approved from the previous school along with any other requirements.

Students that are accepted for enrollment with prior hours will be charged as follows: enrollment, tuition, non-refundable registration fee, kit. Tuition is based on hours needed.

Marmel Beauty Academy Inc. does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its certificate programs.

## **RE - ENTRY POLICY**

A former student of Marmel Beauty Academy Inc. may submit a new application to request re-entry to complete his/her program of study. The admission requirements listed above (under Admissions) will need to be submitted with the application. Students must sign a new enrollment agreement and pay the \$100.00 non-refundable registration fee.

## **ENGLISH AS A SECOND LANGUAGE OF INSTRUCTION**

Marmel Beauty Academy Inc. does not offer English as a second language of instruction. For successful completion, the student must be able to speak, read, and write in English. English language proficiency is

Documented by:

1. The admissions interview
2. Receipt of prior education documentation as stated in the admissions policy.
3. All classes are offered in English language only for all programs

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

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

## **DISTANCE EDUCATION POLICY AND DISCLOSURE**

1. Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.
2. The interaction with the instructor will be validated by regular measurable participation (clock hour, credit hour, or competency based) in the academic programs. Participation will be documented within a log of all student activity comprised of (at a minimum) a record of regular and substantive interaction between student(s) and instructor(s).
3. A Distance Education Assessment of student performance will be conducted on-campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month.
4. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic final exam (which shall be administered on-campus) to include any applicable competencies required by the State licensure agency prior to graduation from the program.
5. All transcripts or other documents, (official or unofficial), listing academic attainment received will identify the distance education component.
6. Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure will be found in the student file.

**\*\*\*State of California Distance Education Requirement Policy – cannot exceed 50% of the minimum State requirement of hours and can be delivered in technical mode of instruction only.**

## **ACADEMIC POLICIES AND INFORMATION**

### **STUDENT CLOCK HOUR POLICY**

The Board of Barbering and Cosmetology will only recognize time-clock punched hours of attendance. As a result of this requirement, this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of the class day.

If you are attending less than a 6-hour class day you may take one fifteen (15) minutes break. If you are attending more than a 6-hour class then second fifteen (15) minutes break may be taken. Both breaks will be automatically deducted from the daily clocked in hours.

The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior Column on the weekly time card. The time card must be signed by the student and the instructor daily. Instructors may not sign a student in or out for lunch.

After clocking in, you are required to maintain theory/demonstration, clinic floor operations and practical class hours in order to be credited for applied effort. Time cards reflect the student's daily record of hours and operations. It is important that all your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card, so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times. Time cards must be retained and stored in their entirety for 6 years by the school.

## TIME CARD CREDIT

The following is a guideline for the instructor to issue credits.

1. Each theory must be initiated in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the timecard reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card concerning operations is to be applied to the efforts of the student as they manually perform practical subjects.
4. Some practical operations may take longer to perform according to the student's skills.

Note: the following time frame the program gives for each operation: Examples

Wet/ Thermal Hairstyling= 1 ½ to 2 hours      Haircoloring = 1 ½ to 2 hours

Scalp Treatment = ½ to 1 hour                      Facial = 1 ½ to 2 hours

Permanent Wave = 2 to 2 ½ hours              Haircut = ½ to 1 hour

Manicuring / Pedicuring = ½ - 1 hour              Facial Makeup – ½ - 1 hour

Using the above, the Board would understandably not consider a student capable of performing more than three permanent waves per day.

Personal grooming, leaving the building, reading material not related to your training or activity are not tolerated. If any of these occur, you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in a written probation or termination.

## PROGRESS POLICY

Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate certificate upon completion of their training program.

## STUDENT RECORD KEEPING

Student records- For all students are kept for six (6) 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, records that are inaccurate or misleading, the student may request that the errors be corrected. In the event that 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 file will contain student's records including a transcript of grade earned.

## PROOF OF TRAINING & TRANSCRIPT

The first Official Proof of Training (POT) or transcript is provided at no charge. Subsequent copies are available upon advance payment of the POT or transcript fee of \$25.00 for two copies. POT'S and Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transactions will be issued until all tuition and other fees due to the institution are paid.

## ATTENDANCE POLICY ATTENDANCE STATUS

Full time: Any student scheduled to attend 24 hours or more per week.

Part time: Any student scheduled to attend at least 16 hours per week.

## ABSENCES

Students need to contact Marmel Beauty Academy Inc. whenever an absence is necessary. Please call, email or text the office as soon as you are aware that you need to be absent. Absences of five (5) days or more without notification may be considered the cause for suspension. Any student who has 3 consecutive suspensions will be placed in a probationary period.

Students absent for more than fourteen (14) days without notifying the director will be automatically terminated.

Absences will be considered excused under the following conditions:

1. Illness of the student
2. Illness or death in the student's family
3. A documented emergency

- Notes must be submitted within one week of the tardy or absence. Absences of five (5) days or more without notifications may be considered cause for suspension. Any student absent more than fourteen (14) days without notifying the director will be automatically terminated.

## **TARDINESS**

Day school starts at 9:00am and night school starts at 5:00pm. A 7-minute grace period is given from 9:00am – 9:07 am & 5:00pm – 5:07pm. After the grace period a student has until 9:30 am / 5:30pm to clock in and, is considered being late.

Students are not allowed to clock in or attend class after 9:30 am / 5:30pm however, the student must make up all hours missed. Students who are habitually tardy (5 times in one month) will be counseled and if tardiness continues may be suspended, or be placed on probation until tardiness ceases.

## **MAKE UP HOURS**

Upon signing your enrollment agreement, your tuition covers all hours up to your anticipated scheduled graduation date. Students may make up any missed hours at the discretion of their instructor as long as there is space in the classroom. However, after the scheduled completion date of the program Marmel Beauty Academy Inc. will continue to train students toward the completion of the program for an additional 14 calendar days at no additional cost.

Once the student has exhausted the additional 14 calendar days of training, each additional hour is charged at the cost of \$10.00 per hour.

## **LEAVE OF ABSENCE (LOA)**

Students may experience extended personal, medical or other problems which may make it difficult to attend class. This institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program.

Students who will be absent more than 14 days and are needing an LOA for medical, health, welfare or travel must do so in writing and submit it in advance of the leave.

Occasionally, unforeseen circumstances will prevent the student from requesting a LOA in advance, (e.g.: the student was injured in an automobile accident and hospitalization or recovery required with extended absence). When certain exceptions apply (as with examples given), notification to the admissions office (by phone, fax or email) must be done as soon as possible for documentation purposes.

In such cases, upon return, documentation to verify the need for the LOA will be requested, and signatures will be required in order to extend the anticipated scheduled completion date equally to absence.

Students who are granted LOA's will not be assessed any additional charges while they are on LOA. No refund calculations will be performed during the LOA.

A student may request more than one LOA during their contracted timeframe; however, the cumulative total (number of days) of extended absence days must not exceed one hundred eighty (180) days in a 12-month period.

Students who fail to return from an LOA will be considered dismissed (dropped), as of the last class day of attendance prior to the start of the leave.

## **GRADUATION REQUIREMENTS**

A student who completes the specified program required hours with a cumulative grade and attendance of 75% or better, has paid all financial obligations, he/she will be awarded a certificate certifying graduation and Proof of Training for State Licensure. Marmel Beauty Academy Inc. staff will assist all graduates with completing the necessary paperwork to apply to take the State Licensing Examination.

## **SATISFACTORY ACADEMIC PROGRESS REPORT (SAP) POLICY STANDARDS**

This institution expects all students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:

1. Maintain a cumulative academic average of "C" (75%) or better on all tests, work projects (operations) and other required course work.

2. Maintain a cumulative average attendance level of at least 67% of the scheduled hours indicated on their enrollment contract. Students that are attending the course programs who have more than 2 weeks (14 calendar days) of consecutive absences will be dismissed.
3. This standard shall apply to all students except for those on a medical, health, welfare, travel or other approved Leave – of – Absence (see LOA policy).  
Students with unexcused absences of 14 days or more will be dismissed. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. Scheduled evaluations are conducted at the end of each scheduled 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 scheduled evaluation period, the school will determine if the student has maintained at least 67% 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. These policies are outlined elsewhere in this catalog.
4. Complete the course within one and a half (1 ½) times the length of the course as defined in the enrollment agreement. For example, if a student has contracted to complete the course within 40 weeks, he or she must complete it within 60 weeks.
5. Students must meet the minimum academic of (75%) and attendance of (67%) requirements at the end of each payment period of the course to be considered meeting satisfactory progress until the next evaluation period.
6. All students will be provided a copy of their completed SAP evaluations form after their SAP counseling.

## MAXIMUM TIME FRAME

### MAXIMUM TIME ALLOTTED

Course	Clock Hours	Months	Instructional Weeks	Award
Cosmetology	1000	6 – 12	25 – 50	Certificate
Esthetician	600	4 – 8	15 – 30	Certificate
Manicuring	400	2.5 – 5	10 – 20	Certificate

If a student exceeds his/her Maximum Time Frame, he/she will be charged Extra Instruction charges for the hours that are needed to complete his/her program. Those charges will need to be paid in advance and in full, prior to the student completing the program.

### SCHEDULED EVALUATION PERIODS:

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

Cosmetology 1000 clock hours	Esthetician 600 clock hours	Manicuring 400 clock hours
450 clock hours	300 clock hours	200 clock hours
900 clock hours	600 clock hours	400 clock hours

For transfer students, the SAP will take place at 50% of the contracted time.

Determination of Students, the SAP Progress Status: Students meeting the minimum requirements (75%) for academics and (67%) for attendance at the evaluation point, are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Progress Determination at the time of each evaluation period.

## **WARNING:**

Students who fail to meet the minimum (67%) requirements for attendance or (75%) academic progress are placed on warning and considered to be making satisfactory progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period the student has still not met both the attendance and academic requirements, he/she will be placed on probation.

## **DISMISSAL:**

After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The director will offer assistance in locating a suitable tutor, should such a service be requested by the student. Any student seeking a tutor is personally financially responsible for the cost of all such tutoring.

## **APPEAL PROCEDURES:**

Students must initiate the Appeal Process. Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within (15) days prior to the start of the probationary period (for the evaluation period in question) and must describe any circumstances related to the student's academic standing which the student believes deserves special consideration. The basis that a student can file an appeal:

- a. The death of a relative of your immediate family
- b. An injury or illness of the student or a relative of your immediate family.
- c. Immediate family relatives are defined as Grandparents, Parents, Brother(s), Sister(s), Spouse and Children or other special circumstances.
- d. To file an appeal, you have to have experienced a death in the family, an injury or illness (supported by a physician statement) or other special circumstances that can be documented.
- e. The appeal must also state your own explanation describing the reason for your failure to make SAP and changes made to those circumstances that would allow you to focus and regain your satisfactory status.
- f. The administrator shall evaluate the appeal within a reasonable time frame of (5-10) days and notify the student in writing of the administrator's decision prior to the beginning of the current probationary period.
- g. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision (a copy of the decision will also be retained in the student's file) within a reasonable timeframe of (5-10) days). The decision of the committee shall be final.
- h. A student that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined to be making satisfactory progress will be re-entered in the course and be reinstated. Students accepted for re-entering the program that previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation.

## **RE-ESTABLISHMENT OF SATISFACTORY PROGRESS & TRANSFER HOURS**

Students may re-establish satisfactory progress by meeting the minimum attendance and academic requirements by the end of the probationary period. Transfer hours from another institution that are accepted towards our current educational program will not impact your current SAP as they are counted as both attempted and completed hours.

## **INTERRUPTIONS, COURSE IN-COMPLETES, WITHDRAWALS**

Course incompletes, repetitions and non-credit remedial courses have no effect upon the student's satisfactory academic progress. If enrollment is temporarily interrupted 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 days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## GRADING SYSTEM

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. The evaluation form reflects the overall attendance (measured in actual hours & weeks) and academic progress of the student. Students must maintain a "C" (75%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

### THEORY:

Theory or Technical Instruction is the instruction students receive through audio, Zoom, CIMA Platform by Cengage, demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

### GRADE LEVEL SCALE

90% - 100%	A	EXCELLENT
80% - 89%	B	VERY GOOD
75% - 79%	C	SATISFACTORY
74% - BELOW		UNSATISFACTORY

### PRACTICAL TRAINING

Practical Training or Practical Operations are the projects, practical operations and services students perform on another person (clients or another student) or on a mannequin. Practical Training work will be graded as follows.

### GRADE LEVEL SCALE

90% - 100%	A	EXCELLENT
80% - 89%	B	VERY GOOD
75% - 79%	C	SATISFACTORY
74% - BELOW		UNSATISFACTORY

### PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress during the first probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress.

## SCHOOL RULES AND REGULATIONS

### DRUG AND ALCOHOL POLICY CONTROLLED SUBSTANCE

1. All students and employees are informed that the unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance within the premises of Marmel Beauty Academy Inc. is strictly prohibited. Employees and students violating this rule will be subject to immediate dismissal & termination of employment and/or school program.

2. It is the policy of this Academy to maintain our workplace free of drugs. As stated in the first paragraph, students and employees are subject to termination for violation of this Academy rule. In addition, any persons distributing drugs to other employees or students will be referred to the authorities and the Academy will press charges for drug distribution in the workplace.

3. Each employee and student is required to read and sign this Policy.

4. Your schooling and/or employment at Marmel Beauty Academy Inc. is subject to:

a. Abide to the terms of this statement.

b. Notify the employer of any criminal statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

5. The U.S. Drug agency will be notified within ten (10) days after receiving notice from an employee or otherwise a copy of such conviction will be submitted to the agency.

6. Marmel Beauty Academy Inc. will take the following actions within thirty (30) days of receiving notice with respect to any employee and/or student who is convicted.

a. Terminate employee and/or student OR

b. Require such employees and/or students to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state or local health, enforcement or another appropriate agency.

7. For Drug Free Awareness Program's detailed information regarding; a) Dangers of Drug Abuse, b) Assistance with Drug Counseling, c) Rehabilitation Programs, or any other information regarding drug abuse, contact:

## **DRUG ABUSE PREVENTION PROGRAM**

Marmel Beauty Academy Inc. makes the following information available to its students, staff, and instructors. Any individual associated with Marmel Beauty Academy Inc. who is seeking information, counseling, or assistance concerning Drug Abuse and/or Prevention may call or visit the following agency:

**CRI – Help,**

**North Hollywood**

**Address: 11027 Burbank Blvd, Ca 91601**

**Hotline: (888) 659-7510**

**[www.addictionresource.com](http://www.addictionresource.com)**

## **DISCLOSURE OF EDUCATION RECORDS**

Written consent is required from the student (or the parent/guardian if the student is a dependent minor) before any education records may be disclosed to a third party, with the exception of an accrediting commission and governmental agencies so authorized by law. Students are not entitled to inspect the financial records of their parents.

## **VISA SERVICES**

This institution does not admit students from other countries, so no visa related services are offered.

## **PROBLEM & COMPLAINT PROCEDURES**

(Grievance Procedure) In the event of a problem, complaint or misunderstanding, Marmel Beauty Academy Inc. has implemented the following policy & procedures:

1. Meet with your instructor to discuss your issue/complaint/concern.

2. If your issue is not resolved, write your concern on the school form (located in the school reception area and give it to the School's Director. The Director will meet with you within three (3) business days to discuss your concern and get the necessary information to investigate and resolve the issue. If you do not believe the issue is resolved, you have the right to contact the Bureau for Private Postsecondary Education.

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



## **PROGRAM AND POLICY CHANGES**

Marmel Beauty Academy Inc. at its discretion, may make reasonable changes in program content, materials, and equipment, as it deems necessary in the interest of improving students' educational experience. Marmel Beauty Academy Inc. reserves the right to make changes in organizational structure, policy, and procedures as circumstances dictate.

When class size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. When federal, state, accreditation, professional policy or standard changes occur; the Marmel Beauty Academy Inc. is required to make appropriate changes and will attempt to minimize the effects of any changes on current students.

An institution shall notify the Bureau of a non-substantive change including: change of location of less than 10 miles, addition of a program related to the approved programs offered by the institution, addition of a new branch five miles or less from the main or branch campus, addition of a satellite, and change of mailing address. All such notifications shall be made within 30 days of the change sent to the Bureau in writing to the address listed in section 70020.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

**Bureau For Private Post Secondary Education**  
1747 N. Market Blvd, Ste. 225 Sacramento, CA 95798-0818  
Telephone: (916) 574-8900 or (888) 370-7589  
Fax: (916) 263-1897  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **SCHOOL RULES AND REGULATIONS CONDUCT**

Marmel Beauty Academy Inc. is proud of the academic standards it maintains. In today's competitive employment market, professional conduct is a crucial factor in obtaining and keeping a job. For these reasons, Marmel Beauty Academy Inc. has established guidelines for proper conduct. Emphasis is placed on regular attendance, promptness, honesty, and a positive attitude. Students must agree to abide by the following regulations:

1. Students will be held responsible for their actions while in attendance at Marmel Beauty Academy Inc.
2. Students must arrive at Marmel Beauty Academy Inc. ready and on time.
3. Students must clock in and out daily. If students are not able to clock in or out, notify your instructor.
4. Students must be at school at 9am. After 9:07am, students are considered late. The clock-in machine will not accept punches after 9:30am.
5. Break time is from 11am - 11:15 am, 15 minutes only. Students that are late from break more than 15 minutes will be automatically clocked out for the rest of the day.
6. In case of illness or emergency, students are responsible to contact Marmel Beauty Academy Inc. on or before your scheduled start time at (818) 617-2717.
7. Failure to meet school's attendance policy may result in additional instructional charges, specified in your enrollment agreement. Overtime charges will continue to be calculated even if you are absent, late, or leave early: NO Exceptions.
8. Dishonesty on the part of any student may result in probation, suspension or termination from Marmel Beauty Academy Inc. Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to staff, faculty, administrators, or other officials.
9. Students will be held responsible for any theft or damages done at Marmel Beauty Academy Inc. site property and will be expected to reimburse the institution for such damage or loss.
10. Any actions that disrupt the learning opportunities of other students, including but not limited to fighting, use of profanity, harassment, cheating, and stealing, will not be tolerated.
11. Students are not to be under the influence of or in possession of any intoxicating beverage or drug while on Marmel Beauty Academy Inc. or externship property.
12. Students may not be in possession of any type of weapons or create a safety hazard to others while on Marmel Beauty Academy Inc. property.
13. Smoking is not permitted anywhere inside the school facilities or building. Please smoke outside the building in the designated areas and use the appropriate disposal containers for all used cigarettes.

14. Marmel Beauty Academy Inc. does not provide childcare services. Children are not permitted in the instructional areas.
15. No visitors are permitted in the classroom or student lounge area unless approved by the instructor in charge.
16. Students must adhere to all required health and safety standards.
17. No cell phones, texting, or phone calls are allowed in any class or during any school session.
18. Students may not use earphone radios during class sessions.
19. All electronic devices must be turned off or placed in silent mode.
20. Eating and/or drinking is not allowed in any of the classrooms at any time.
21. No gum chewing is allowed in school during school hours.
22. Students must keep work stations clean at all times. Trash in all classrooms, work areas and break room must be taken out daily after class.
23. Used towels need to be washed, dried and put away daily for the next shift and day.
24. Each student daily must complete a minimum of ½ hour of sanitation. All kits must be in a sanitized condition at the end of each day scheduled.
25. Students must take all appointments assigned to them. Failure to take a customer is grounds for suspension.
26. All students serving the clients must be courteous and pleasant. If difficulty arises, please call an instructor.
27. Only products furnished by Marmel Beauty Academy Inc. may be used unless otherwise approved by the instructor.
28. Students receiving personal service will be charged a lab fee.
29. The instructor must approve all personal service prior to starting the service.
30. Students may not make up for missed time without office written approval, NO exceptions.
31. Notify the office immediately of any of the following: legal name change, address or telephone changes.

Violations of any of the guidelines listed above may result in probation, suspension, or dismissal from Marmel Beauty Academy Inc.

Please note: students are not permitted on school campus during suspension, expulsion or appeal periods.

## **DRESS CODE AND APPEARANCE**

Students must wear appropriate attire as designated by Marmel Beauty Academy Inc. Professional attire is recommended at all times. A detailed dress code is provided during orientation.

- Estheticians are required to wear White.
- Cosmetologists are required to wear Black.
- Manicuring students are required to wear Yellow/Gold
- All students must wear the Student Name Tag (name tag replacement \$5.00)
- No shorts or skirts are permitted (skirts allowed for religious purposes only)
- No sleeveless tops, spaghetti strap shirts, no revealing shirts.
- No hoodies are allowed, only white or black jackets or long sleeved shirts under the course shirts.
- No pants with straps, revealing pants, and no ripped jeans with holes are allowed.
- Shoes must be closed toe and heel protective type shoe. No sandals, flip flops or open toe shoes.
- Heels must not be higher than 2 inches.

Students are expected to practice good personal hygiene and maintain a clean, neat, and professional appearance at all times. Make-up, hairstyles, fingernails, and jewelry must be moderate and understated. Any student reporting to class inappropriately dressed will not be allowed to remain in the school and be sent home. The time missed will be recorded as an absence.

## **DISCIPLINARY ACTIONS**

### **Immediate Withdrawal (Termination)**

- (1) Theft
- (2) Altering or forging time cards
- (3) Causing extreme or willful disruption of the school
- (4) Use of or being under the influence of drugs or alcohol in school.
- (5) Physical, mental or emotional abuse of another person.
- (6) Combative behavior directed toward another student, patron, visitor or school staff.

### **The Following May Result in a Suspension (One-Day to Two-Weeks)**

- (1) Leaving school without the permission of the instructor.
- (2) Failure to have proper equipment when needed. Have all equipment available at all times.
- (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 time cards from school premises.
- (9) Using products or performing services not on a patron ticket.
- (10) Modifying customer services without consulting an 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 phones inside the school or outside without clocking out.
- (16) Eating or drinking outside of designated areas.
- (17) Entering an administrators or instructor's office or being behind a staff member's desk without permission.
- (18) Failure to clean up the 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 the proper time.
- (22) Showing discourtesy to anyone in school.
- (23) Unexcused absence (must give 2 weeks' notice for day off to be excused) and students must call by 9:30 if they are going to be late or absent.
- (24) 5 or more tardiness in a month

### **In General:**

A third suspension or a third violation of the above school rules may result in termination from Marmel Beauty Academy Inc. 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. These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a beauty professional in the beauty field.

**ACKNOWLEDGMENT OF DISCLOSURES RECEIVED**  
**Marmel Beauty Academy Inc.**  
**6444 Bellingham Ave. North Hollywood, Ca 91606**

**Student Name:** \_\_\_\_\_ **Student No.** \_\_\_\_\_

**(STUDENT IS TO INITIAL EACH APPLICABLE ITEM THAT IS UNDERSTOOD AND THAT HAS TAKEN PLACE)**

**I certify that I have received the disclosures indicated below, prior to my enrollment and signing the enrollment agreement.**

\_\_\_ Information sheet on the physical job demands, employment opportunities, salary range, working conditions, safety hazards, and licensing requirements. (Can be found in the catalog)

\_\_\_ School's assessment rates, Federal disclosures of completion, retention and placement rates. If applicable, passing rates on State Board exams (can be found on the website)

\_\_\_ A copy of the school's Catalog via electronically [www.marmelbeauty.com](http://www.marmelbeauty.com)

\_\_\_ A copy of the BBC Health and Safety Student Book via electronically [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) under schools

\_\_\_ A copy of the BBC Act Laws and Regulations via electronically [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) under LAWS & REGS

\_\_\_ A copy of the School Performance Fact Sheet (Applicable to schools operating in California)

\_\_\_ I confirm that prior to my enrollment, I physically visited the school, and I had the opportunity to observe classes and talk with students and instructors, and tour the facility.

\_\_\_ I provided a copy of my High School diploma or its equivalent.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**I certify that I have received the disclosures indicated below, at the time of my actual enrollment and signing of my enrollment agreement.**

\_\_\_ I have received a completed copy of the enrollment agreement/contract, indicating all school charges and terms of payment to meet the cost of the course of study.

\_\_\_ (If applicable), I have applied for a student loan. I have been advised of my obligation to repay any Federal student loan that I could receive.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**I certify that I have received the disclosures indicated below prior to the first day of class.**

\_\_\_ Orientation Class

\_\_\_ Satisfactory Progress Policy

\_\_\_ Course outline for my course of study

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Institutional Representative**

\_\_\_\_\_  
**Date**

## **STUDENT SERVICES**

### **INSTRUCTION LOCATION**

Marmel Beauty Academy Inc.  
6444 Bellingham Ave.  
North Hollywood, CA 91606

### **EXTERNSHIP PROGRAM:**

Marmel Beauty Academy Inc. does not provide or accept externship programs.

### **PROFESSIONAL COUNSELING**

Should a student encounter personal problems that interfere with his/her studies, referrals to professional assistance organizations will be supplied.

### **ORIENTATION**

Marmel Beauty Academy Inc. requires that each student attend an orientation before beginning class. Information on the school, expectations, job placement assistance and career counseling services are some of the topics covered.

### **JOB PLACEMENT ASSISTANCE**

Marmel Beauty Academy Inc. main objective is to provide specialized training that prepares our graduates for successful licensure and employment as a Cosmetologist, Esthetician, and Manicurist. The school has an advisory board of industry professionals and the staff works with salon owners and employers to provide students the opportunity to obtain gainful employment after they have received their license. We encourage students to discuss their employment aspirations with their instructors or staff members. Job placement assistance is provided to our graduates and students upon request at no extra charge, but the school does not guarantee employment.

### **LIBRARY AND LEARNING RESOURCES**

Marmel Beauty Academy Inc. maintains library facilities to address the requirements of the programs provided at the school. Resources are accessible on campus. Students may access the library resources, which includes computers with internet access, online licensing preparation from Milady CIMA, videos of practical exams for all enrolled programs, magazine publications, and books

### **CAREER COUNSELING:**

Students are mentored throughout their studies at Marmel Beauty Academy Inc. during classes and individually. Students may request additional advising sessions at any time.

### **LEARNING RESOURCES:**

Reference materials are available to students during school hours. These materials include books, online access to Milady CIMA that support and enhance each program offered at Marmel Beauty Academy Inc.

### **HOUSING:**

Marmel Beauty Academy Inc. does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. There is housing in the immediate area. Average Monthly rent for a one bedroom is currently \$1,700 per month or higher [www.apartmentguide.com](http://www.apartmentguide.com)

### **WHEELCHAIR ACCESSIBLE**

The campus is wheelchair accessible. Students with needs are advised to meet with an Admissions Advisor to assess their personal needs as well as determine if the training courses offered and the occupation they lead to are suitable for the prospective student's individual needs.

## TEXTBOOKS REFERENCE

Milady Standard Cosmetology Textbook

Milady Standard Esthetics Textbook

Milady Standard Nail Technology Textbook

## TUITION & FEES

TUITION, FEES, & PROGRAMS COSTS						
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Program	Registration Fee Non-refundable	Tuition	Textbooks Non-refundable upon receipt	Student Kit Non-refundable upon receipt	STRF* Non-refundable	Estimated total charges for current period of attendance and entire educational program
Cosmetology SOC CODE 39.5012 CIP CODE 12.0401	\$100.00	\$12,250.00	\$445.00	\$1,175.00	\$30.00	\$14,000.00
Esthetician SOC CODE 39.5094 CIP CODE 12.0409	\$100.00	\$6,250.00	\$430.00	\$705.00	\$15.00	\$7,500.00
Manicuring SOC CODE 39.5092 CIP CODE 12.0410	\$100.00	\$3,250.00	\$400.00	\$442.50	\$7.50	\$4,200.00

The following is the down payment chart the student is obligated to pay upon enrollment before starting the classes.

Program	First Payment Due Upon Enrollment (Down Payment)
Cosmetology	\$2,500.00
Esthetician	\$2,000.00
Manicuring	\$1,200.00

### **\*STRF is the STUDENT TUITION RECOVERY FUND FEE**

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding STRF may be directed to: **the Bureau for Private Postsecondary Education at:**

**Bureau For Private Post Secondary Education**  
**1747 N. Market Blvd, Ste. 225 Sacramento, CA 95798-0818**  
**Telephone: (916) 574-8900 or (888) 370-7589**  
**Fax: (916) 263-1897**  
**Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

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

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

### **METHODS OF PAYMENTS**

Method of payment include full payment paid at the time of signing the Enrollment Agreement (registration, kit, books fee) with enrollment balance paid prior to start date or through an approved payment plan. Payments made in accordance with the student's payment schedule are due on the 1st of each month. (Late payments are subject to a \$10.00 late fee.)

The institution reserves the right to change tuition and fees and make subject changes without prior notice when necessary. Changes will not affect currently enrolled students. Forms of payment accepted are: cash, check, money order, debit card, and credit card, with a transaction fee.

**\*This institution does not provide financial aid to the students**

## **FINANCIAL AID**

Marmel Beauty Academy Inc. does not participate in either State or Federal Financial Aid Programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. This institution has not entered into an articulation or transfer agreement with any other institution.

**\*\*\*This institution is not accredited with any accreditation agency.**

## **NOTICE TO STUDENT OF LOAN REPAYMENT OBLIGATION**

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that the student is entitled to a refund of the money's not paid from federal financial aid funds.

## **EXTRA INSTRUCTIONAL CHARGES**

Students are expected to complete their training within the maximum time frame allowed as specified in the Enrollment Agreement. The school has reserved space, equipment and licensed instructors for each student and course/program. If a student exceeds past the 14 days grace period of the expected graduation date as stated on the Enrollment Agreement, an extra instructional charge will be made for the balance of hours required for the completion of the course. Marmel Beauty Academy, Inc charges \$10 per hour for every hour completed after the 14<sup>th</sup> day of the Enrollment Agreement's grace period.

Students will not be able to get their proof of training and the certificate of completion until all the extra instructional charges are paid.

## **CANCELLATION AND REFUND POLICY**

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

A student, legal guardian, or sponsor has the right to cancel the Enrollment Agreement by written notice and obtain a refund of charges paid except the \$100.00 non-refundable registration fee & STRF through attendance at the first-class session, or the seventh day after enrollment, from the date the enrollment agreement was signed, whichever is later.

The school shall refund any amount paid by the student within 45 days after it receives the notice of cancellation. Notice of cancellation may be given by mail, hand delivered, or fax. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that the student no longer wishes to be bound by the Agreement.

### **REFUND POLICY**

Applies to all terminations for any reason by either party.

After the cancellation period, the institution provides a pro rata refund of funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has been incurred (including absences), there will be no refund to the student. The registration fee of \$100.00 dollars is a non-refundable item. The STRF fee is non-refundable.

Students wishing to withdraw from the institution will provide a notice of withdrawal in writing and submitted to the School's Registrar. Student is officially withdrawn the date of notification from the student or date terminated by the institution, 14<sup>th</sup> date of consecutive absences.

If a student has received federal student aid funds, the student is entitled to a refund of money's not paid from federal student financial aid programs funds.

Equipment, books, supplies, tools, uniforms, kits, and all other items issued and received by the student are not returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If the amount you have paid is more than the amount that you owe for the time you were scheduled to attend, then a refund will be made within 45 days of the official withdrawal date.



If the amount that you owe is more than the amount that you have already paid, then you will arrange to pay the amount that you owe to Marmel Beauty Academy Inc.

Official withdrawal date is the student's notification to the School Director or the School's

### **Determination:**

Determination of withdrawal from school:

The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

- The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- The date you fail to attend classes for 14 days and fail to inform the school that you are not withdrawing.
- The date you failed to return to school as scheduled by an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.
- A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.) In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract) the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
60% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

### **SCHOOL OR COURSE CANCELLATION**

If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged teach out agreement with another institution.

- If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all money's paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.
- OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all money's paid.
- Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- If the student defaults on a federal or state loan, both the following may occur:
  1. The federal or state government or loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
  2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

\*The School is not currently eligible to participate in Federal Title IV Financial Aid Programs

## STATE BOARD EXAMINATION REQUIREMENTS AND COST

To be eligible to take the State examination, students must be at least seventeen years of age, have completed the 10th grade (or equivalent) and have committed no acts of crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code. They must also submit Proof of Training from the School, present government issued ID, social security/ or ITIN number, file an Application for Examination, and remit the examination fee.

The fees are as follows for those programs that require licensure for employment:

Cosmetology .....Exam and License Fee	<b>\$125.00</b>
Esthetician .....Exam and License Fee	<b>\$115.00</b>
Manicuring .....Exam and License Fee	<b>\$110.00</b>

## COURSE OUTLINES

### COSMETOLOGY 1000 HOURS

Description of Program	This program covers all aspects of cosmetology, skin care, manicuring and pedicuring. Business and Professions Code (B&P) Section 7362.5 Successful completion of this State Program Examination and licensure, will allow the cosmetologist to perform all skills as a Hairstylist, Chemical Applications, Skin Care, Manicuring and Pedicuring Services.
Program Mission and Objectives	The Cosmetology course is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetology. The knowledge and skills will prepare licensed students to work as a hairdresser, salon manager, hair colorist, skin care, nail care salon owner, and product demonstrator.(SOC 39-5012) Acquire knowledge of laws and rules regulating California Cosmetology establishing practices, to 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.
Graduation Requirements	All cosmetology students are required to complete 1000 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (1000), with a minimum grade of "C" (75%). Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.
Program Length in Hours	1000 hours
Final Tests or Exams	A final written exit exam is administered
Required Internship or Externship	None Required

### 100 Hours Health and Safety - Technical Instruction

This module will provide instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, preventing communicable diseases, basic labor laws, and physical and sexual assault awareness.

Module	Description	Technical Instruction Hours	Practical Training
Laws and Regulations Career Development	This module will provide technical instruction in the Barbering and Cosmetology Act and the Board's Rules and Regulations. Including instruction on basic labor laws and worker's rights.	20 Hours	0
Cosmetology Chemistry	This module will provide technical instruction in the science and principles of chemistry of organics and inorganics, physical and chemical properties, matter, compositions, pH chemistry, chemical reactions, and chemical ingredients of cosmetics used in hair, skin, and nails.	20 Hours	0
Health and safety Anatomy	This module will provide technical instruction in health and safety, hazardous substances, including training in chemicals and health in establishments, safety data sheets, personal protection from hazardous chemicals, client protection, preventing chemical injuries, health and safety laws and agencies. Including instruction on physical and sexual assault awareness Technical instruction in Human Anatomy and Human Physiology.	30 Hours	0
Electricity	This module will provide technical instruction in the science of electricity and electrical safety and training in equipment	5 Hours	0
Infection Control Microbiology	This module will provide technical instruction in microbiology, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B.	25 Hours	0

### 100 Hours in Technical and Practical Procedures in Sanitation and Disinfection

Module	Description	Technical Instruction Hours	Practical Training
Disinfection and Sanitation	This module will provide techniques 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.	20 Hours	Oper. 80 Hours

<b>500 Hours - Technical Instruction and Practical Procedures Hairstyling and Chemical Hair Services</b>			
<b>Module</b>	<b>Description</b>	<b>Technical Instruction Hours</b>	<b>Practical Training Oper. Hours</b>
<b>Hairstyling</b>	This module will provide technical and practical instruction in the following techniques and procedures: hair analysis, shampooing, scalp care, finger waving, pin curling, comb outs, thermal waving, curling with hot curling irons, non-chemical thermal straightening and blow dry styling	<b>50 Hours</b>	<b>80 Hours</b>
<b>Permanent Waving and Chemical Straightening</b>	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.	<b>40 Hours</b>	<b>55 Hours</b>
<b>Hair Coloring and Bleaching</b>	This module will provide technical and practical instruction in the following techniques and procedures (also including, the use of semi-permanent, demi-permanent, and temporary colors): hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers	<b>60 Hours</b>	<b>70 Hours</b>
<b>Hair Cutting</b>	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.	<b>55 Hours</b>	<b>85 Hours</b>

<b>Esthetics</b>			
The required subjects of instruction in Esthetics shall be completed with the minimum hours of 150 hours of technical instruction and practical operations for each subject-matter as described below.			
Module	Description	Technical Instruction Hours	Practical Training Oper. Hours
Manual, Electrical, and Chemical 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 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.)	50 Hours	50 Hours
Hair Removal, Lash and Brow Beautification and Make-up	Hair Removal , Lash and Brow Beautification, and Makeup (Shall include instruction on tinting, and perming eyelashes and eyebrows, removing superfluous hair by the use of wax, tweezers, electric or manual and non-prescription chemicals for the removal of superfluous hair.) Except by the use of lasers, or light waves which are commonly known as rays. Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)	50 Hours	50 Hours

<b>Manicuring</b>			
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 Hours	Practical Training Oper. Hours
Manicuring and Pedicuring	Water and Oil Manicure, including nail analysis, and hand and arm massage. Complete Pedicure, including nail analysis, hand, foot and ankle massage.	20 Hours	15 Hours
Artificial Nails, Wraps, and Repairs	Artificial nails including acrylic: liquid and powder brush-on, artificial nail tip, dips, and nail wraps and repairs, UV gels	40 Hours	30 Hours
Program Totals		485 hours	515 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, Marmel Beauty Academy Inc. 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 1000, 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

### ESTHETICIAN 600 HOURS

Description of Program	This is a specialty course that covers all aspects of skin care and make up. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the graduate Esthetician to perform facials (manual & electrical), eyes brow arching and hair removal, lash & brow beautification by means of tinting and perming eyelashes & brows, make-up artist, and skin care product representative. <b>(Except electrolysis, lasers, light waves known as rays).</b>
Program Mission and Objectives	The mission of the Esthetician course is to prepare students for the state licensing examination and for profitable employment as an Esthetician, skin care specialist, product demonstrator, or make- up artist(SOC 39-5094) The objective is to acquire the knowledge of laws and rules regulating California Cosmetology establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.
Graduation Requirements	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 diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.
Program Length in Hours	600 Hours
Final Test or Exams	A final written exit exam is administered.
Required Internship or Externship	None required

**Required Courses 600 Hours of Technical 'Instruction and Practical Training as Follows**

**100 Hours Health and Safety - Technical Instruction**

This module will provide instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, Chemical composition and purpose of cosmetic and skin care preparation, preventing chemical injuries, health and safety laws and regulations, preventing communicable diseases, basic labor laws, and physical and sexual assault awareness.

Module	Description	Technical Instruction Hours	Practical Training Oper. Hours
Laws and Regulations Career Development	This module will provide technical instruction in the Barbering and Cosmetology Act and the Board's Rules and Regulations. Including instruction on basic labor laws and worker's rights.	30 Hours	0
Cosmetology Chemistry	This module will provide technical instruction in the science and principles of chemistry of organics and inorganics, physical and chemical properties, matter, compositions, pH chemistry, chemical reactions, and chemical ingredients of cosmetics used in skin. Elementary chemical makeup, chemical skin peels.	20 Hours	0
Health and safety Anatomy	This module will provide technical instruction in health and safety, hazardous substances, including training in chemicals and health in establishments, safety data sheets, personal protection from hazardous chemicals, client protection, preventing chemical injuries, health and safety laws and agencies. Including instruction on physical and sexual assault awareness. Technical instruction in Human Anatomy and Human Physiology.	35 Hours	0
Electricity	This module will provide technical instruction in the science of electricity and electrical safety and training in equipment	5 Hours	0
Infection Control Microbiology	This module will provide technical instruction in microbiology, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B.	25 Hours	0

**100 Hours in Technical and Practical Procedures in Sanitation and Disinfection**

Disinfection and Sanitation	This module will provide techniques 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.	Technical Instruction 20 Hours	Practical Training Oper. 90 Hours
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<b>350 Hours of Technical Instruction and Practical Training in Facials / Facial Makeup and Artificial Lashes</b>			
<b>Module</b>	<b>Description</b>	<b>Technical Instruction Hours</b>	<b>Practical Training Oper. Hours</b>
<b>Preparation, Manual, Chemical, and Electrical Facials:</b>	<p>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</p> <p>In this module the student will learn the following techniques and procedures:</p> <ul style="list-style-type: none"> <li>A. Manual Facials including cleansing, scientific manipulations, packs, and masks.</li> <li>B. Chemical Facials include chemical skin peels, packs, masks and scrubs.</li> <li>C. 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.</li> <li>D. 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.</li> </ul>	<b>70 Hours</b>	<b>160Hours</b>
<b>Facial Makeup and Artificial Lashes</b>	Makeup shall include skin analysis, complete and corrective makeup, and application of artificial eyelash enhancements of strip & individual lash application.	<b>25 Hours</b>	<b>50 Hours</b>

<b>50 Hours of Technical Instruction and Practical Training in Hair Removal and Lash /Eyebrow Beautification</b>			
<b>Hair Removal, Lash and Brow Beautification</b>	<p>Eyebrow Arching and Hair Removal (Shall include instruction on tinting, and perming eyelashes and eyebrows, removing superfluous hair by the use of wax, tweezers, electric or manual and non- prescription chemicals for the removal of superfluous hair.)</p> <p>Except by the use of lasers, or light waves which are commonly known as rays.</p>	<b>Technical Instruction Hours</b> <b>20</b>	<b>Practical Training Oper.</b> <b>50 Hours</b>
<b>Program Totals</b>		<b>250 Hours</b>	<b>350 Hours</b>



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 600, 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.

### **MANICURING 400 HOURS**

<b>Name of Program</b>	<b>Manicurist</b>
<b>Description of Program</b>	This is a specialty course that 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 skills as, Manicuring, Pedicuring, Acrylic Nails, Nail Tip Applications, Nail Dips, Nail wraps and Repairs.
<b>Program Mission and Objectives</b>	The mission of the Manicuring course is to prepare students for the state licensing examination and for profitable employment as a Manicurist, Nailcare specialist, and product demonstrator. (SOC 39-5092). The objective is for the student to acquire knowledge of laws and rules regulating California Cosmetology establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Manicuring including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Manicuring.
<b>Graduation Requirements</b>	Requirements for Satisfactory Completion of Course: Shall have completed 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. No externship is required.
<b>Program Length in Hours</b>	400 hours
<b>Final Tests or Exams</b>	A final written exit exam is administered.
<b>Required Internship or Externship</b>	None Required

<b>Required Course</b>			
<b>400 Hours of Technical Instruction and Practical Training as Follows</b>			
<b>100 Hours Health and Safety - Technical Instruction</b>			
This module will provide instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, Chemical composition and purpose of cosmetic and skin care preparation, preventing chemical injuries, health and safety laws and regulations, preventing communicable diseases, basic labor laws, and physical and sexual assault awareness.			
<b>Module</b>	<b>Description</b>	<b>Technical Instruction Hours</b>	<b>Practical Training Oper. Hours</b>
<b>Laws and Regulations Career Development</b>	This module will provide technical instruction in the Barbering and Cosmetology Act and the Board's Rules and Regulations. Including instruction on basic labor laws and worker's rights.	<b>30 Hours</b>	<b>0</b>
<b>Cosmetology Chemistry</b>	This module will provide technical instruction in the science and principles of chemistry of organics and inorganics, physical and chemical properties, matter, compositions, pH chemistry, chemical reactions, and chemical ingredients of cosmetics used in skin and nails.	<b>15 Hours</b>	<b>0</b>
<b>Health and safety Anatomy</b>	This module will provide technical instruction in health and safety, hazardous substances, including training in chemicals and health in establishments, safety data sheets, personal protection from hazardous chemicals, client protection, preventing chemical injuries, health and safety laws and agencies. Including instruction on physical and sexual assault awareness. Technical instruction in Human Anatomy and Human Physiology.	<b>30 Hours</b>	<b>0</b>
<b>Electricity</b>	This module will provide technical instruction in the science of electricity and electrical safety and training in equipment.	<b>5 Hours</b>	<b>0</b>
<b>Infection Control Microbiology</b>	This module will provide technical instruction in microbiology, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B.	<b>20 Hours</b>	<b>0</b>

<b>100 Hours in Technical and Practical Procedures in Sanitation and Disinfection</b>			
<b>Disinfection and Sanitation</b>	This module will provide techniques 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. Special attention is given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.	<b>Technical Instruction 20 Hours</b>	<b>Practical Training Oper. 80 Hours</b>

<b>200 Hours of Technical Instruction and Practical Training in Manicuring, Pedicuring, and Artificial Nail Services</b>
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<b>Module</b>	<b>Module Description</b>	<b>Technical Instruction Hours</b>	<b>Practical Training Oper. Hours</b>
<b>Manicures, Pedicures, Artificial Nail Services</b>	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 dips, nail wraps and repairs, and nail analysis.	<b>55 Hours</b>	<b>145 Hours</b>
<b>Program Totals</b>		<b>175 Hours</b>	<b>225 Hours</b>

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<b>COSMETOLOGY KIT &amp; TEXTBOOKS</b>	<b>\$1,620.00</b>	
<b>1 Debra Manikin</b> <b>1 Lexi Hair Cutting Manikin</b> <b>1 Manikin Holder</b> <b>1 Elchim 2001 Hair dryer</b> <b>1 BabyLiss Pro 1" Spring Iron</b> <b>1 WAHL All Star Combo</b> <b>1 TK2 Shear and Razor Kit</b> <b>1 Hair Styling Cape</b> <b>1 Shampoo Cape</b> <b>1 Coloring Bowl</b> <b>1 HairColor Brush Set</b> <b>1 Color Applicator</b> <b>1 Jumbo Rat Tail Comb</b> <b>1 Plastic Bone Color Tail Comb</b> <b>1 Fine Rat Tail Comb</b> <b>1 Teasing Brush</b> <b>1 Comb and Lift</b> <b>6Cutting-Comb-Set/Inch Marks</b> <b>1 Brilliance Rat Tail Comb</b>	<b>1 GQ Paddle Brush</b> <b>1 GQ Round Brush No. 2</b> <b>1 GQ Round Brush No. 3</b> <b>1 GQ Round Brush No. 4</b> <b>1 Ceramic Round Brush 1</b> <b>1 Ceramic Round Brush 2</b> <b>1 Smooth Rollers</b> <b>1 Wide Butterfly Clamps</b> <b>2 Purple Long Cold Wave Rods</b> <b>1 Purple Short Cold Wave Rods</b> <b>2 White Long Cold Wave Rods</b> <b>2 White Short Cold Wave Rods</b> <b>2 Blue Short Cold Wave Rods</b> <b>3 Blue Long Cold Wave Rods</b> <b>1 Single Prong Curl Clips</b> <b>1 Large End Wraps – 100 Sheets</b> <b>1 Hand Mirror</b> <b>1 Studio Pro Make-up Kit</b> <b>1 Fantasea 4pc. Cosmetic Set</b>	<b>1 Manicure Kit</b> <b>1 State Board Nail Polish Kit</b> <b>1 Nail File</b> <b>1 Nail 3 Way File</b> <b>2 Glass Dappen Dish</b> <b>1 Acrylic Brush No. 4</b> <b>1 Neon Nail Brush</b> <b>1 Manicure Bowl</b> <b>1 Plastic Dappen Dish</b> <b>1 Manicure Finger</b> <b>1 Flip-Top Bottle</b> <b>1 Cuticle Softener Bottle</b> <b>1 Alcohol Bottle</b> <b>1 Acetone Bottle</b> <b>1 Cuticle Oil Bottle</b> <b>1 Lotion Bottle</b>  <b>TEXTBOOKS</b>

<b>ESTHETICIAN KIT &amp; TEXTBOOKS</b>	<b>\$1,135.00</b>
<b>1 GiGi Wax Warmer</b> <b>1 GiGi All Purpose Wax</b> <b>1 Epilating Trial Pack</b> <b>1 GiGi Muslin Strips</b> <b>1 Deluxe Cosmetic Collection</b> <b>1 – 6 Piece Esthetic Kit</b> <b>1 Latex Free Make-Up Sponge</b> <b>1 Bamboo 5-piece Cosmo Brush Set</b> <b>1Glamour Lashes</b> <b>1 Glamour Individual Lashes</b> <b>1 Lash Adhesive</b> <b>1 Eyelash Applicator Kit</b>	<b>1 Flat Massage Manikin Head</b> <b>1 Cotton Assortment</b> <b>1 Cleansing Sponge</b> <b>1 Headband</b> <b>1 Cosmetic Spatulas</b> <b>1 -7 Piece Skin Care Brush Set</b> <b>1 Flexible Mixing Bowl</b> <b>1 Hand Mirror</b> <b>1 Skin Care Products</b>  <b>TEXTBOOKS</b>

<b>MANICURING KIT &amp; TEXTBOOKS</b>	<b>\$842.50</b>
<b>1 Nail 1 Way Buffer</b> <b>1 3-Way Nail Buffer File</b> <b>1 Acrylic Brush No.4</b> <b>1 Acrylic Brush No.8</b> <b>1 Toenail Clipper</b> <b>1 Pumice Sponge</b> <b>1 Flip-Top Bottle</b> <b>1 Cuticle Softener Bottle</b> <b>1 Acetone Bottle</b> <b>1 Cuticle Oil Bottle</b> <b>1 Lotion Bottle</b> <b>1 Alcohol Bottle</b>	<b>1 State Board Polish Kit</b> <b>1 Odorless Acrylic Kit</b> <b>1 Manicure Kit</b> <b>1 Manicure Bowl</b> <b>5 Practice Finger</b> <b>1 Practice Hand</b> <b>1 Acrylic Nail Slicer</b> <b>5 Nail Filer</b> <b>1 Glass Dappen Dish</b> <b>2 Plastic Dappen Dish</b> <b>1 Cotton Assortment</b> <b>1 Super Nail Swiss Silk</b> <b>1 Nail Set</b>  <b>TEXTBOOKS</b>

**Marmel Beauty Academy Inc.**

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