

CosmoTon

Universal Catalog

January 1, 2020 to December 31, 2020

1013 North H Street,
Lompoc, CA 93436
(805) 538-2465

This document details the responsibilities and demeanor to be followed by Students, Instructors and Staff associated with Cosmoton Academy. It will be the responsibility of the individual Student, Instructors and Staff members to know the contents of this manual and conform to the established policies and procedures.

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Approval/Disclosure Statement:

Cosmoton Academy 1013 North H Street, Lompoc Ca. 93436 is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means that the school is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. The school is approved to operate until January 14, 2024. For more information, contact the Bureau for Private postsecondary Education (BPPE) at 2535 Capital Oaks Drive, Suite 400, Sacramento Ca. 95833 , or by phone at (916) 431-6959 or call toll free at (888) 370-7589, or visit its website at www.bppe.ca.gov.

Approved Programs	School Required Hours
Barbering	1500 Hours
Crossover to Barbering	400 Hours

Instruction is in residence with facility occupancy level accommodating 16 students at any one time. California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the Schools Performance Fact Sheet, which must be provide to you prior to signing an enrollment agreement. This school is currently approved to participate in approved sponsored programs, to provide grants and/or loans to pay for portions of tuition and fees.

The Board of Barbering and Cosmetology (BBC) has set minimum standards for these programs of study. The minimum number of class hours and total clock hours for each course must be met to qualify the student for licensure.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the school may be directed to the Bureau for Private postsecondary Education (BPPE) at 2535 Capital Oaks Drive, Suite 400, Sacramento Ca. 95833 , or by phone at (916) 431-6959 or call toll free at (888) 370-7589, or visit its website at www.bppe.ca.gov.

Any student or any member of the public may file a complaint about this school with the Bureau for Private Postsecondary education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureaus website www.bppe.ca.gov.

All information in the content of this school catalog is current and correct and is so certified by Michael Funkhouser and/or Laura Funkhouser.

Signature _____

Michael Funkhouser and/or Laura Funkhouser, Manager

Mission Statement

Mission:

The mission of this institution is to provide a high quality barbering training programs to students in the local area served by CosmoTon. Our goal is to have each student acquire the essential attributes and skills necessary to obtain employment as Barbering professionals. Our programs provide focused and intensive training to prepare students for the State of California Board of Barbering License exam. We offer an environment that will enable the student to thrive and develop the social, physical as well as their emotional skills to be a successful and positive professional in the community in which they serve. Part of our mission is to convey to students the importance of continuing education.

Objective

The objective of CosmoTon is to provide instruction in theory and practical skills that follow a structure curriculum. Students are taught to use modern techniques in haircutting, shaves, scalp massage, facials, perms, hair coloring and business management. The students are provided videos, textbooks and other learning resources to broaden their essential knowledge of barbering. Student benefit is derived from faculty instruction that provides a strong educational foundation in barbering, the knowledge and skills essential for career success, and an environment that fosters openness and creativity.

Expectation:

Students will be required to conduct themselves in accordance with the general policy, guest policy, attendance policy, grooming and dress policies and standards of student conduct of professionalism at all times, as stated in the

Board of Barbering and Cosmetology Rules and Regulations, and the Cosmetology Act.

These are standards required in today's workplace as stated in the Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) report and the Cosmo/Barber Advisory Committee. Students who complete training at Cosmoton Academy will:

Demonstrate personal development and practice good citizenship.

Demonstrate professional work ethics.

Develop self-esteem and the ability to assume responsibility for their actions.

Demonstrate realistic goals and establish plans to achieve them.

Demonstrate strategies

Demonstrate initiative and independence.

Acquire, analyze, and process information.

Demonstrate the ability to work as a team.

Show respect for the property and rights of the others.

Exhibit self-discipline and individual responsibility.

Demonstrate effective verbal and listening skills.

Demonstrate use of appropriate career terminology.

Recognize the importance of like-long learning.

Demonstrate appropriate job skills preparation and readiness.

Exhibit professional dress and grooming.

Instructional Location

CosmoTon
1013 North H Street,
Lompoc, CA 93436

School Facilities

The school occupies approximately 1900sq ft of space in a retail strip mall located in the city of Lompoc. The campus is located at 1013 North H Street, Lompoc, CA 93436. The facility and equipment comply with all federal, state and local ordinances and regulations including those concerning fire safety, building safety and the Board of Barbering and Cosmetology. Sufficient parking is available nearby. Our campus includes separate classrooms and practical training areas with ample amount of tables and chairs for our students comfort

School Equipment

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

Admission Policy:

The general criteria for admission are:

- Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
- Must present a photographic driver's license or Calif. I.D. and Social Security Card or ITIN.
- Ability to Benefit Students will be admitted.

Student must have graduated from high school, or earned a GED or equivalent.

- Applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate will be administered the Combined English Language Skills Assessment (CELSA) Ability to Benefit Test. This test is administered by an independent third party administrator and the cost of the test is paid by the student. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the student does not attain a qualifying score, the student may take a different CELSA test. If the student does not attain a qualifying score on the second test, the student may re-test after 15 days. A qualifying score is 97.
- Crossover Students Only: Student must have an active Cosmetologist license issued by the California Board of Barbering and Cosmetology.

Recognition of Credit Policies

- This institution does not award credit for satisfactory completion of CLEP, challenge examinations or achievement tests, or other comparable examinations.
- This institution does not award credit for experiential learning.
- This institution has not entered into an articulation or transfer agreement with any other institution.

Transfer Students

CosmoTon does not have a maximum credit hour limit requirement for transferring credit. Tuition credit is \$15.00 per hour for the Barber program. Transferring students are accepted after careful evaluation and a review of the student's previous academic records. Each transfer student will be evaluated on an individual basis in both theoretical and practical knowledge. The student must obtain an official transcript of hours from his/her State Board in order to be given proper hourly credit. Once the transcript is received, the student must then be evaluated in order to validate the hours. All accepted transfer hours will be applied at the end of all required training. A written and practical test is administered. CosmoTon will inform the California Board of Barbering and Cosmetology regarding the total numbers of hours for which the student will receive.

Tuition will be pro-rated on a per-hour basis. The transferring student will pay tuition at an hourly rate for the remainder of hours required by the California Board of Barbering and Cosmetology for the course in which the student is enrolled. CosmoTon endeavors to place students into classrooms according to educational experience and hour requirements; however it cannot be guaranteed that individual curriculum deficiencies will be addressed. Transfer students will be required to purchase an equipment kit and supplies. Applicants with previous hours from another California barbering or cosmetology school who wish to enroll at CosmoTon must submit a written request during the admission process along with a Proof of Training and Record of Withdrawal from the previous California school.

If an applicant is transferring from another state, they must first contact the California Board of Barbering and Cosmetology (BBC) and receive an application for approval of their hours from their previous school. The documents required for this process can be found on the California BBC website (www.barbercosmo.ca.gov). The California BBC will then issue a letter indicating the credit it has approved for the hours taken at the previous school along with any other requirements.

Failure to provide the required documentation of previous training in either circumstance prior to enrollment will result in not being able to apply those hours that could be accepted toward your enrollment at CosmoTon.

Please note:

CosmoTon, at which the applicant is seeking admission, will make a final decision of acceptance based on the information in the California BBC's letter.

Transferability of Credits and Credentials Earned at Cosmoton:

The transferability of credits you earn at CosmoTon is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the 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 course work at the 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 CosmoTon to determine if your certificate will transfer.

Student's Right to Cancel:

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through the fifth business day after attendance at the first class session, or the seventh day after enrollment, whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Chief Academic Officer, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

Refund Policy:

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For purposes of determining a refund, a student shall be

considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

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 2535 Capitol Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov., toll free telephone number (888) 370-7589 or by fax (916) 263-1897. 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 Internet Web site www.bppe.ca.gov.

The school 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.

Placement:

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student names are recorded in the student registrar and the process of follow-up begins. When students take the licensing examination, their results are recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. The institution assists students in placements as often as needed; however, the school does not guarantee placement to any student.

Student Services:

This institution does not provide orientations, airport reception services, housing assistance or other services but does provide Career Counseling and Career Development Services.

Career Development:

From your first day in class, career development services are available to assist students. The institution provides students with job placement assistance, in addition to in-school workshops on resume writing, interview skills and developing customer service skills.

Language of Instruction:

Instructions will be provided in the English language.

Language Proficiency:

Students will be administered the Combined English Language Skills Assessment (CELSA) Test. This test is administered by an independent third party administrator and the cost of the test is paid by the student. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the student does not attain a qualifying score, the student may take a different CELSA test. If the student does not attain a qualifying score on the second test, the student may re-test after 15 days. A qualifying score is 97.

English as a Second Language (ESL):

This institution does not offer English as a Second Language ("ESL") training. All prospective students that are accepted for enrollment must be proficient in the English language.

Learning Resources:

Access to a library and other learning resources are not required by the curriculum to support the instructional needs of the students, (CCR71270) and therefore, no physical library is maintained by this institution. The text materials and classroom activities are sufficient to support the curriculum and instruction required by the Barbering and Cosmetology Board of California.

Learning resources are available containing many audio and visual aids, books, periodicals, magazines on styling, skincare, nail care, motivation, health and wellness for student's reference. Students may check-out reference materials by submitting a request to the instructor or a member of the office staff.

Online Resources Available to Our Students

- Milady

A leading publisher of beauty education materials.

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

Created by David W. Rash Page 2 5/20/2009

- Barbers, Cosmetologists, and Other Personal Appearance Workers

Job opportunities and descriptions, Occupational Outlook Handbook

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

Notice of Student Rights:

- The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.
- Read the Right to Cancel form for an explanation of your cancellation rights and responsibilities. If you have lost your Right to Cancel form, ask the school for a sample copy.
- After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
- If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number below for information.
BUREAU for PRIVATE POSTSECONDARY EDUCATION
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Toll Free Phone Number: (888) 370-7589 / Fax Number: (916)263-1897
www.bppe.ca.gov
- If you are experiencing problems with the school or its employees or have any complaints, you are encouraged to bring the problem to attention of your instructor. If issues are unresolved your request for further action should be brought to the attention of the Chief Academic Officer (CAO). Students who complain verbally and are not satisfied with the resolution may submit their complaint in writing.

Satisfactory Academic Progress (SAP) Standards:

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

- Maintain a cumulative academic average of "C" (75%) or better on all tests, work projects (operations) and other required course work.
- Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours

per week would have to maintain an average weekly attendance of at least 20 hours per week ($2/3 \times 30 = 20$).

Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved **Leave-of-Absence** (see LOA policy). Students who expect to be absent 21 or more days, up to 60 days, are encouraged to request a Leave-of-Absence. 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. These policies are outlined in the "School Rules" section of this catalog.

1. Complete the course within one and one-half ($1\frac{1}{2}$) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.
2. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the end of an evaluation period. A student will be considered to be making satisfactory progress until the next evaluation.

Evaluation Periods for Crossover Students:

Student's compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

- The point at which 25% of the course is scheduled to be completed (100 Hours);
- The point at which 50% of the course is scheduled to be completed (200 Hours);
- The point at which 75% of the course is scheduled to be completed (300 Hours);
- The point at which 90% of the course is scheduled to be completed (360 Hours);

Evaluation Periods for Barbering Students:

Student's compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

- The point at which 25% of the course is scheduled to be completed (375 Hours);
- The point at which 50% of the course is scheduled to be completed (750 Hours);
- The point at which 75% of the course is scheduled to be completed (1125 Hours);
- The point at which 90% of the course is scheduled to be completed (1350 Hours);

At the point of actual completion, or at which each additional 400 clock hours are scheduled to be completed, beyond graduation date.

Example: For the 1500 clock hour Barbering course, a student will be evaluated at the increments in which the students is scheduled to reach 375, 750, 1125, and 1350 clock hours, if applicable; at the point of which the student is scheduled to reach an additional 400 clock hours beyond scheduled completion, or at actual completion.

Special Note: The percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement. Example: A student enrolled at 100 hours per month would be scheduled to complete a 1500 hours course in 15 months, allowing no absences. For example a student enrolled in a 40 week, 1500 clock hour program would be evaluated for SAP after the 9th week, the 18th week; the 27th week and the 34th week. These dates would correspond to the point at which the student was scheduled to have completed 375, 750, 1125, and 1350 clock hours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 400 clock hours, or at the time of actual

completion of the remaining hours, whichever occurs first.

Academic Probation:

Students who fail to meet SAP standards during a given evaluation period will be placed on academic/or attendance probation for one additional evaluation period. Students remain eligible to receive aid during the probation period and will be considered as making SAP progress during the probationary period. Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic/and or attendance progress, and may be terminated at the discretion of the institution. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation.

Appeal Procedures:

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's Chief Academic Officer at 1013 North H Street, Lompoc, CA 94343. The letter should be received within (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the administrator's decision. 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 within a reasonable time frame (5-10 days). The decision of the committee shall be final. Students that prevail upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the course. Students accepted for re-entering the program, who previously were not making satisfactory progress, must attain satisfactory progress status by the next scheduled evaluation within the evaluation probationary period time frame.

Makeup Work & Makeup Time:

Students must complete all required assignments and exams. Students who miss their regular school schedule must complete makeup work within their regular scheduled time. Students may not makeup work or time for the sole purpose of "banking" work or "completing" time more quickly. Makeup work simply, makes up work that would have been completed during time that was missed.

Students may makeup hours during course times the student is not normally scheduled for attendance (For example, night school, Design Team Events, Monday or Saturday) if there is a schedule that is applicable (Mondays or Saturdays) and if the student is qualified to attend events (Design Team, Student Council, etc). Students may not make up hours until the student has reached over 900 actual clock hours in the barbering program. Make-up time will only be allowed for students until a cumulative attendance percentage 100% is achieved. All make up hours must be pre-approved by the school Chief Academic Officer. Students must complete a Make-Up Request Form indicating the date, time, activity completed, and the name of the Learning Leader who supervised the make-up time.

Completion of Program by the Contracted End Date

The state of California requires 1500 clock hours for a barber license. Students are expected to complete their program within the contracted end date.

Barber students who are absent for 150 clock hours will complete the 1500 clock hour program within the scheduled amount of time under their enrollment contract.

If a student's maximum amount of time under the contracted scheduled end date has expired and the student has not completed the required barbering program 1500 clock hours, the student will be

withdrawn from the program. At that time the student can re-enroll in the program for the remaining clock hours under a new contract and additional costs.

Scheduled hours are not impacted by school closings, such as snow days, etc. If a student is impacted by any of these occurrences, their actual program end date will be adjusted according to the contract.

Course Incomplete:

Incomplete coursework, repetitions, and non-credit remedial courses are not applicable to this institution's form of instruction.

Holidays and School Closures:

Cosmoton Academy celebrates two vacation periods as well as several holidays.

Vacation periods:

- Winter break December 23 – January 3rd
- Summer break the last Wednesday in July to the first Wednesday in August.

Holidays:

- February 17th President's Day
- March 16th - March 18th Festival of Patrick
- May 25th Memorial Day
- July 3rd-6th Independence Day
- September 7th Labor Day
- October 28 - November 2 Fall Holiday
- Thanksgiving Day and weekend (Thursday-Monday)
- One day per month for staff personal development (2020 - Feb 3, June 1)

Additional holidays may be added to the schedule at the discretion of school administration. The school is open for business unless there is a declared State of Emergency. Unexpected closures and Snow Days/Storm Days will be reported via the schools website, Homebase app and/or Instagram.

Leave of Absence Policy:

Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to 60 days. An LOA must be requested in writing by the student and delivered to the Chief Academic Officer at 1013 North H Street, Lompoc, CA 93436 and must be approved by the Chief Academic Officer.(CAO) An LOA request form must be filled out and the date of leave and return date must be stated on the form prior to the CAO approving the LOA. Do not request a Leave of Absence unless you absolutely need one. Under no circumstances can the school grant more than a single (1) LOA within a 12 month period. Students on an LOA will not be assessed any additional charges of tuition or fees. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from an LOA will have his/her maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from an LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 30 days.

Grading System:

Students are evaluated on a regular basis on theory and practical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the Barber students at 25%, 50%, 75% and 90% of the course hours scheduled to complete. The other course consisting of 400 hours or less students are issued evaluation forms at 45% and 90% of the course hours scheduled to complete. This evaluation form reflects the overall Attendance 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.

Academic Grading Point Grades for Practical Work

100% - 95% A...Superior Performance	(GPA 4) 4 POINTS = A
94% - 85% L...Above Average	(GPA 3) 3 POINTS = B
84% - 75% C.....Average	(GPA 2) 2 POINTS = C
74% - 65% D.....Unsatisfactory	(GPA 1) 1 POINTS = D
64% - 00 % F....Fail	(GPA 0) 0 POINTS = F

Student Clock Hour Policy:

The Bureau of Barbering and Cosmetology recognizes clock hours that are determined by 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 their class day ,lunch period and breaks. Students are given up to seven (7) minutes to clock in and receive credit for the quarter (¼) hour. This seven minute period applies to the start of the class day. A thirty (30) minute lunch break is taken when a student attends a minimum of a 6 hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom.

At the completion of the day, your time card is prepared from the current week. 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's daily. Instructors may not sign a student in or out and if a student does not clock in or out at lunch, 60 minutes (1 Hour) for lunch will be deducted,if a student does not clock in or out at break, 30 minutes for break will be deducted.

Time cards reflect the student's daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. School administrative 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/stored in their entirety for 5 years by the school.

After clocking in students are required to maintain applied effort, personnel grooming, leaving the building, and reading material not related to your training or activity not related to your training is not tolerated. If any of these infractions occur students 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 termination.

Time Card Credit:

The State Board of Barbering and Cosmetology requires clocked time for applied effort. The following is guideline for the instructor to issue credits.

- Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
- The portion of the time card reflecting hours are in Theory hours earned and any classes the instructor has demonstrated.
- The portions of the time card concerning operations are to be applied efforts of the students as they manually perform practical subject.
- Some practical operations may take longer to perform according to the student. Note the following time frame the Program gives for each operation: Shampoo/set = 1 1/2 hours, Scalp Treatment = 1/2 hour, Permanent Wave = 2 hours, Facial = 1 hour, Hair cut = 1/2 to 1 hour. Using this guideline, the Barber/Cosmo Bureau would understandably not consider a student capable of performing more than 4 permanent waves per day.

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 the California code of Regulations.

General Time-Clock Rules

Prior to clocking in, students must be in uniform and have all books, tools and equipment.

Students must use time-clock accurately showing “in” and “out” to accrue hours.

Each daily time clock report must show in and out clocks for all breaks.

3 punches may be fixed per month using the missing time punch/time clock adjustment form. Student must provide documentation to verify attendance on the missing time punch/time clock adjustment form. Missing attendance documentation would include sign in sheet, roll call and/or guest service.

All other missed punches will be deducted as follows:

15 minute break = 30 minute deduction

30 minute lunch = 1 hour deduction

Students are expected to clock in prior to 9:00 a.m. and no later than 9:15 a.m.

Students coming in after 9:15 a.m. will lose their morning theory hour and can clock in at 10:45 a.m.

After 10:45 a.m. students will not be admitted to school without a doctors note or prior permission from the teacher on the floor using a sick day/leave form.

After being tardy 3 times per New Talent cycle, the student will be sent home and not allowed to acquire applied effort hours for the day

Students may not participate in class if they are not clocked in for the day, they must leave for the day.

Lunch

A student must clock out for lunch between 12:00 and 1:30 p.m.

Due to the demands of our industry breaks should be taken around the designated times as your schedule allows. Cosmoton Academy approximate break times are:

10:30-10:45, 3:00-3:15 and 5:45-6:00

*If student is attending to a guest these times may be adjusted as needed.

Visitors are not allowed in the classroom or clinic at any time during regular school hours, except as a model/guest or approved lecture guest who has checked in at the front desk.

A student will not be permitted to remain in school for the day if they cannot participate due to illness, fatigue, injury, lack of required tools and learning textbooks.

Students may be clocked out for the day due to unwillingness to take an appointment.

Students are not allowed to switch appointments with fellow students.

Students are required to have four boxes completed on their time card by 12:30 p.m. if they are leaving early for the day.

Attendance Policy

The student may be withdrawn/dropped in accordance to Cosmoton Academy class absence policies.

All students enrolled at Cosmoton Academy are expected to be punctual and to attend class regularly.

Students who are not in attendance at the first class meeting are considered “no shows” and the instructor may drop such persons in order to give their seats to non-registered students seeking to enroll. Any instructor may withdraw a student for excessive absence.

Absence is considered excessive if a student misses three meetings, is perpetually late and/or misses a total of 18 hours per New Talent cycle which is 8 weeks.

Absence due to a verified illness may be accepted as an excused absence for a limited period of time. All absences are to be verified with a telephone or e-mail message to your instructor and upon return of the absence the original doctors’ note needs to be submitted to the instructor. Copied notes are not accepted.

Students with a history of any medical or physical condition requiring accommodation(s) should inform the school administration in advance of potential challenges. It is the student’s responsibility to seek help.

Guest Policies

Professionalism

- Always conduct yourself in a professional manner and wear a clean uniform, shoes and groomed hair styles.
- To assure guest safety attentive customer service is always expected, students may not conduct rude, profane and inappropriate conversations with other students or guests while clocked in to school.
- Students will follow California State Board of Barbering and Cosmetology health, safety and disinfection/sanitation guidelines.

Reservations

- Students will be ready to receive guests at 10:30 a.m. Monday, Wednesday, Thursday and Friday.
- Student are expected to have their working area set-up before guests arrive.
- All guests must have a service ticket filled out with the consultation information completed.
- It is common courtesy to greet walk in guests prior to seating them when you have been working on a project and let them know you will be with them soon.
- If student wants to book a requested appointment it must be made no later than 1:30 on the day of the desired appointment.
- Students may not refuse service to a guest without prior consultation with floor instructor, a doctor's note.
- All products used to serve guests are to come Cosmoton Academy. Strict OSHA regulations prohibit the use of products that are personal property of a guest.
- Infants, toddlers, young children and visitors must wait with an adult in the reservation area.
- Children need to wait with supervision.
- When students are clocked in they must be well enough to take appointments. If a student is unable to service a guest they may not stay at school for the day.
- If a guest requires a redo service, they will be charged that day and requested to return within a week with no additional charges for the corrective appointment.
- All work must be checked and signed by an Instructor before the guest is released or credit will not be given. Students ready to have services checked may have to wait while the instructor checks others.
- Please keep in mind that chemical services require priority.

Chemicals

Guests must be consulted concerning prior use of chemicals in the following cases:

- The guest is new.
- The color is a "Virgin" application.
- The regrowth is 3 inches or longer.

A pre-disposition test will then be performed at least 24 hours before a chemical service.

Friends and Family Discounts

A family discount is available to the mother, father, grandparent, child, sibling, significant other or spouse of a Cosmoton Academy student for service provided by the related student.

- Complimentary Haircuts
- Chemical Charge of \$8 per 2 oz. application/bowl of color or thioglycolate (6 oz chemical= \$24)
- Perm \$15 Per Box of Solution
- Bond Builder (Olaplex, Wellaplex, etc.) \$15 per ½ oz. application (2 oz "plex" = \$60)

*Models - Students are encouraged to go “model hunting” on a regular basis. This is a practice to build your books, fill up your day and build your clientele. Each individual student can use the same model twice (two (2) times), after that the model becomes your regular guest and will pay regular school prices if they are “requesting” you. However, the model could visit a different student and continue receiving complimentary services as needed with chemical services being charged at

- Chemical Charge of \$8 per 2 oz. application/bowl of color or thioglycolate
- Perm \$15-\$20/Box
- Bond Builder (Olaplex, Wellaplex, etc.) \$15 per ½ oz. application

Clinic Floor/Student Lab/Classrooms

- Cell phones may be used in the break room and in the back of the building.
- Calls lasting more than 3 minutes require student to clock out on a break.
- Charging of electrical devices are permitted in the classroom area only, keeping the clinic floor looking less cluttered.
- Students must practice operations on doll heads or guests (or work on theory if authorized by the instructor) during all clocked time. Specific operations are assigned by the instructor or may be chosen from your current set of boxes to develop your skills. This assignment applies to all students even those who have completed their practical operations.
- Students are expected to complete the practical operations each day, even if the contract is completed.
- Students are not permitted to teach or attempt to teach each other. However, with permission of an instructor, a student may assist another student.
- Covered non sticky drinks are permissible. Food is not permitted.
- Lost and Found items are to be taken to the front desk.
- Lost and Found tools live in the “Lost and Found” box
- Keep all implements clean and sanitized in your station, covered when waiting for a guest or put away in your kit. Write the word “clean” or “soiled” on containers.
- Keep personal items in a station or your car for the day. Keep stations, lab area and classrooms free of purses, jackets, books, doll heads, food and drinks.

Credit for Clinic Floor Operations

Scalp/Hair Treatments

This operation includes scientific brushing, applying conditioners, oils and scalp manipulations, credit is not given for treatment done on a doll head (unless instructor approved). 1
Credit

Wet Hairstyling:

Design a style using base control with rollers, pin curls or a combination of both. 1 Credit
Finger waves. 1 Credit
Full head braid 1 Credit
Example: 1. French braid on the entire head
2. Waterfall braid on the entire head
3. Four strand braid on the entire head
Five cornrows from front hair line to the low crown 1 Credit

Thermal Hairstyling:

1. Style created with thermal irons. 1 Credit
2. Style created with blow dryer. 1 Credit

Haircutting:

A complete haircut using shears, razor or clippers. 1 Credit
Texturizing alone (known as removing bulk) is not considered for haircut credit.

Permanent Waving:

Entire head 1 Credit on doll.
2 Credits on guest.
Specialty wrap on long hair (piggy back, curvature, brick-lay, spiral, etc.).
2 Credits on doll.
4 Credits on guest

Chemical Straightening (Sodium Hydroxide):

Virgin application with shaving cream and demonstration of smoothing techniques 1 Credit

Hair Coloring:

Virgin application ONLY on mannequins, using shaving cream and protective cream (4 inches or more length). 1 Credit

Hair Color on a Guest includes the following operations:

Basic tint touch up

Style created with blow dryer 1 Credit

Hair Color--- Where credit depends on complexity and time spent on the service performed.

Credit will be decided by the instructor.

Foils, and specialty color techniques (balayage, etc.)

Credit depends on complexity and time spent on the service performed. Credit will be decided by the instructor.

Scalp Treatment:

Scientific brushing and manipulations on live model only. 1 Credit

Facial Treatments:

1 Credit

Beard Trim or Facial Design:

1 Credit

Face Shave:

Complete facial shave. 1 Credit on doll
2 Credits on guest

End of the Day Individual Station Cleanup Duties

In addition to community space clean up duties, each student should be responsible for their own space. In addition to community space clean up. Nope, I did not type that on accident twice. In fact: please be responsible and clean your own space in the school as well as contributing to the community space when we have all school cleanup.

Please clean the following:

Windex mirrors

Wipe station countertops and shelves

Wipe off styling chair

Wipe off the metal base of the styling chair.

Wipe off any tray associated the day

Uniforms:

PER STATE BOARD BUSINESS AND PROFESSIONS CLEANLINESS: ARTICLE 983 PERSONAL CLEANLINESS: CODE SECTION 7312 STATES:

Article 983.1: The person and attire of a licensee or student serving a patron shall at all times be clean.

Article 983.2: Every licensee or student performing services shall thoroughly wash hands with soap and water immediately before serving each patron.

For reasons of professionalism, identification, health and safety, students will be required to wear a proper uniform. The proper uniform for a Cosmoton Academy student is as follows:

- ☒ Black barber jacket and/or black apron
- ☒ All clothes are to be essentially black. They may not have pictures, words, excessive logos or advertisements on them.
- ☒ Black skirt or shorts 2 inches above the knee or longer.
- ☒ Underarms, midriffs and chest hair/cleavage may not be exposed.
- ☒ Black bottoms excluding the following: faded, acid washed or ripped jeans, designs, patterns, long dragging hems and pants cut low or mis fit at the hip exposing skin above shirt line.
- ☒ Solid black tights and leggings.
- ☒ Sleeveless shirts are permitted when worn underneath a barber jacket.
- ☒ Solid black sweaters, sweatshirts, jackets are permitted when worn underneath barber jacket.
- ☒ Fashionable, trend hats, caps and beanies are permitted without pictures, words, excessive logos or advertisements.
- ☒ Close toed shoes. Slippers, Crocks and Ugg boot style shoes are not permitted.

School Rules and Regulations:

- School hours are Wednesday, Thursday, Friday 9:00am-7:30pm
- Time cards must be clearly legible. Students must punch only their own timecards. Students must sign in and out on the sign in sheet at time of clock in/out or when leaving the building.
- In case of illness or emergency on any day, the student must call in to the school supervisor to report his/her absence 15 minutes prior to the beginning of class.
- Students are required to be in class for roll call promptly in a clean, prescribed uniform according to the School Dress Agreement. Our dress agreement in short:
 1. Students wear black.
 2. Clothing must be clean, professional and free of odors.
 3. Shoes should be close toed & professional.
 4. Hair and any cosmetics must be applied prior to arriving at school.
 5. Printed T-shirts with the Cosmoton logo are always a good choice.
 6. Stylish hats, scarves and head wraps.
 7. Shorts that fall below the fingertips.
- Students who fail to comply with the Professional Image policy will be redirected and asked to fix the challenge and stay on the clock. If they are unable to do so they will be asked to clock out and leave.
- School opens at 9am, Announcements and Pow Wow go until 9:30; a student who can not make it to class by 9:15am can not clock in until 10:45am. A student who is habitually tardy (5 times in one month) will be counseled and if tardiness continues to be a challenge the student may be suspended or be placed on probation until the tardiness ceases.
- A student, who is tardy after 9:15am cannot clock in until 10:45am. After 10:45 a.m. students will not be admitted to school without a doctors note or prior permission from the teacher on the floor using a sick day/leave form.
- A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students failing to do so will only receive credit for hours indicated on the time clock. Students are also required to punch in and out for all breaks. After the New Talent module students will be given only 3 (three) time clock corrections per month.
- Clocking in and out on your phone is a privilege and we are blessed to live in such a modern age. However, it is the students responsibility to verify that they have clocked in or out correctly. The time clock is always available on the tv in theory class.
- No student is allowed to clock out during school hours without permission from the supervisor. No student may clock in or out for another student.
- Students must sign out anytime they are leaving the building.
- Gum chewing is allowed OUTSIDE of the school at any time.
- Smoking is allowed in assigned areas only, OUTSIDE of the building.
- No visitors are permitted in the classroom or student lounge area unless approved by the instructor.
- Rigid adherence to the rules of sanitation, disinfection and personal hygiene is required at all times.
- Students must their keep their work station clean and sanitary at all times
- A minimum of ½ hour (30 minutes) of sanitation must be completed by each student daily. All kits must be in sanitized condition the end of each day.
- All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.

- No student may leave for a break while working on a patron receiving a perm or hair coloring service, except in an emergency and is excused by an instructor.
- Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
- Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc. at a rate that will cover the cost of the product.
 - Chemical Charge of \$8 per 2 oz. application/bowl of color or thioglycolate
 - Perm \$15-\$20/Box
 - Bond Builder (Olaplex, Wellaplex, etc.) \$15 per ½ oz. application
- Students are responsible for the return of materials or equipment loaned to them.
- Students should not borrow equipment from each other.
- Each student is solely responsible for his/her personal belongings and materials.
- Students have the privilege at all times to consult the management on personal problems. The institution positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
- The institution will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol.
- Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the institution's office. Credit will be given for applied effort only when continuously engaged in training and study of the Branch of Barbering & Cosmetology for which you are enrolled. All work must be checked by an instructor or credit will not be given. Records must be neat and clear.
- All students will be expected to maintain an average of 75% in theory and in all practical subjects. Probationary status will result in case of failure to do so.
- Only products furnished by the institution may be used unless otherwise approved by the instructor.
- Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities.
- Insubordination will not be tolerated and is grounds for suspension up to termination.
- Students must comply with institutional policy and state rules and regulations.
- Due to absences, all assignments, tests and homework may be made up. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
- Notify office immediately of any address or telephone change.
- Absence of three (3) days or more without notification shall be considered cause for suspension. Any student absent more than fifteen (15) days without notifying the Chief Academic Officer will be automatically terminated.

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 Barber. Violation of school rules may result in suspension or termination.

Personal Service Policies:

Academic Standing

- Student is caught up on State Board Progress Sheet
- Student has passed all of their chapter tests and workbook
- Student has not been absent that week
- Student has a receipt of payment for cost of product
- Student has had their time card signed
- All personal services are performed between 1:30 and 4:30 (unless permission has been given).

- Students who fail to follow this protocol will be clocked out for the day and receive 0 boxes for the day.
- Doing a procedure on yourself is considered a personal service. Student will be clocked out for the day and not receive any personal services for the rest of the module.

Steps for Getting a Personal Service:

- Check reservations at the front desk first.
- Check with the Instructors on the floor.
- If a student is requesting a color, chemical or upgraded product service they are required to pay the product fee of the estimated cost of applications/bowls first and return to the instructor on the clinic floor who approved the consultation before beginning service.

Student's Prices for Chemicals and Products for Personal Services:

- Chemical Charge of \$8 per 2 oz. application/bowl of color or thioglycolate
- Perm \$15-\$20/Box
- Bond Builder (Olaplex, Wellaplex, etc.) \$15 per ½ oz. application

Please give receipt of purchase to the instructor on the floor

**Approved personal services may be performed once a week.*

Day students may not clock out and get a paid service from another day student.

Night students may not clock out and get a paid service from another night student.

Student Discipline Procedures:

Health and safety as well as legal and ethical principles guide professional development. The purpose of these procedures is to provide a prompt and equitable means to address violations of Cosmoton Academy's rules and regulations. The following procedures are intended to provide greater latitude in addressing violations specific to the Cosmetology Academy.

First Offense:	Verbal
Second Offense:	Written Warning
Third Offense:	Removal from class by instructor for the remainder of the day
Fourth Offense:	Suspension from school up to termination from the program.

Grievance Procedure:

It is the policy of this institution to handle grievances in the following manner.

- Fill out the grievance form and list all grievances.
- Deliver all forms to the Instructor in charge.
- If you are unable to deliver the form to the Instructor you may deliver it to the Chief Academic Officer at 1013 North H Street, Lompoc CA 93436. All grievances regardless of the nature will be turned over to the Chief Academic Officer and reviewed.
- The Chief Academic Officer will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form.
- If you are experiencing problems with the school or its employees you can contact the BPPE at anytime. If you have any complaints are encouraged to bring the problem to attention of your instructor. If issues are unresolved you may request for further action should be brought to the attention of the Chief Academic Officer. If a student or any member of the public does not feel that the school has adequately addressed a complaint or concern, a student or member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free number: 1 (800) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Web site www.bppe.ca.gov.

Tuition and Fees

COURSE	TUITION	REG *	KITS**	BOOKS**	STRF***	TOTALS
BARBER	\$15,500	\$250	\$1500	\$250	\$0	\$17,500
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE				\$17,500		
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM				\$17,500		
BARBER CROSSOVER	\$4250	\$250	\$750	\$250	\$0	\$5,500
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE				\$5,500		
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM				\$5,500		

*Registration Fee: Non-Refundable.

** Non-refundable. These charges include all applicable sales tax + Additional miscellaneous school supplies

***Student Tuition Recovery Fund Fee. (Non-Refundable)

Note: Once used, kits are not returnable or refundable due to sanitary considerations. Above kits prices include sales tax. Length of time in course depends on number of hours student contracts for on a monthly basis as specified in the Enrollment Agreement.

Extra Instruction (Overtime) Charges:

Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Barbering: \$15.00 Barber Crossover: \$15.00

Method of Payment:

Personalized payment programs can be arranged for each individual student. All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available. No finance charges are levied.

Cash pay students must make payments within the first 5 (five) days of each calendar month unless other arrangements have been made. Students who do not complete their payments on time will not be allowed to attend class. If the student is having trouble making their payments on time it is their responsibility to contact the admissions leader of Cosmoton Academy and make arrangements to settle the debt before the student can come back to attending class and accruing hours toward graduation and licensing.

Loans:

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

Financial Aid:

The institution does not participate in federal and state financial aid programs. No federal or state loans are available to students at this time.

Financing:

Cosmoton Academy is pleased to offer financing from 12 months to 36 months for your Barbering Course through TFC Credit Corporation (Tuition Financing Corporation) who offer tuition financing by way of School Institutional Loans which makes education affordable to all students. Whichever payment plan you decide to use, a down payment will be needed to secure your place in class. This is basically a personal loan for education that can be used by people who would not normally qualify for a personal loan.

*TFC financing is not available to foreign students.

Right to Withhold Transcripts and Grades for Non Payment of Tuition:

An institution may withhold a student's transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full.

Re-Entry Policy:

All students who withdraw may re-enter into the program without the loss of credit Program hours and provided it is within 5 years from the date of their withdrawal which is an institutional policy. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the school before the student is accepted for re-enrollment.

Student Tuition Recovery Fund Disclosures

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

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

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to

which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of 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.

Accreditation Status

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

Non-discrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Academic Freedom

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

Sexual Harassment

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

Bankruptcy:

CosmoTon has no pending petition in bankruptcy; we are not operating as a debtor in possession, have not filed a petition with the preceding five years, or have 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 et seq.).

Housing

This institution has no responsibility to find or assist a student in funding housing. This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,100 a month. (www.apartmentguide.com)

Visa:

This institution does not provide Visa services. The school does not admit students from other countries. The school will not vouch for student status.

Student Records and Transcripts

Student records for all students are kept for five years. Transcripts and diplomas are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. 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's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Pre-applications for the State of California

Pre applying for licensing examinations require the school's approval. Students may apply when they reach 1100 hours. Students must meet the following requirements to submit a pre-application to state board:

1. Clinic Floor Worksheets: The worksheets must be current.
2. Theory Hours: The student must have completed a minimum of 110 theory hours
3. Theory Exam: All theory exams require a 70% grade or higher and must be current.
4. State Board Exam: The student must have passed two state board exams with a 70% grade or higher.
5. Service Tracking Form: The student must complete a minimum of 75% of all practical requirements.
6. Tuition: The student's tuition must be current on all payments owed.

A student who wishes to pre-apply is required to notify the Final Phase Specialist approximately 70 hours prior to achieving 1100 hours. If the above requirements are not met by the time the student reaches 1,100 hours the student will lose the opportunity to pre-apply for the California state board exam and will have to apply after graduation. CosmoTon Academy reserves the right to process the pre-application for students

Requirements for Eligibility for Licensure

Each Board of Barbering and Cosmetology program offered requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$125 non-refundable initial license fee accompany the completed application. Students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam. The institution assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations

The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- **Be at least 17 years of age.**
- Completed the 10th grade in a public school or its equivalency
- **Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.**
- Barbering Program: Completed 1500 hours in a Board approved school.

Faculty

The faculty is hired based on their expertise in their particular field of Cosmetology and Barbering education. The faculty is required to have at least three years of education and three years of industry experience in order to be instructors. Our faculty members are well trained in diverse hair care and understand the importance of both theory and practical training that are necessary for a student to be successful in the barbering profession.

Laura Funkhouser

Licensed Cosmetologist since 2001

Licensed Barber since 2015

Owner/Manager, Napoleon Blonde Studio

Instructor for the Barber and Barber Crossover Programs

Michael Funkhouser

Licensed Cosmetologist since 2004

Licensed Barber since 2015

Owner/Manager, Napoleon Blonde Studio

Instructor for the Barber and Barber Crossover Programs

Bequi Mejia

Licensed Cosmetologist since 2014

Licensed Barber since 2017

Self Employed Barber/Cosmo

Freelancer (Formal Event Specialist)

Instructor for the Barber and Barber Crossover Programs

Barber Program

This Program consists of 1,500 clock hours. Students in this program are required to complete 265 hours of classroom instruction and 1,235 hours of practical training. The full-time course is to be completed in 40 to 75 weeks.

Description of Program:

This program covers all aspects of the code, including razor cutting, hair processing, shaving and blow waving and sales techniques. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Barber to perform all skills as a Hair Stylist, Chemical Applications, sales technique services.

Definition of Terms:

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. Instructional Techniques and Methods:

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 75% (C) or better.

Program Format:

The student will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, razor cutting, Shaving technique, hair processing, blow waving and sales techniques safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing guest services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

Educational Goals:

The Barbering course is designed to prepare students for the state licensing examination and for profitable employment as a Barber. The knowledge and skills will prepare licensed students for work as a barber.

(SOC 39-5011.00)

Barber Performance Objectives:

Acquire knowledge of laws and rules regulating California Cosmetological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of hair, acquire the knowledge of general theory relative to Barbering including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Barbering.

Skills to be developed:

Learn the proper use of implements relative to all Barbering services, acquire the knowledge of analyzing the hair, skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Barbering services, will learn the man/ women haircut, shaving, application of hair coloring, hair relaxer and also learn the proper procedure of plain facial.

Program Mission: Attitudes and Appreciations to be Developed:

Be able to appreciate good workmanship common to Barber, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

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.

Graduation Requirements:

When a student has completed the required theory hours and practical operations in Cosmetician 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.

Licensing Requirements:

Applicant must be 17 years of age or older and have completed the 10th grade, A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the barbering course as described above and passed the licensing exam with an overall average of 75%.

Barber:

Required Courses			
Hair Dressing The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of 1100 hours of technical instruction and practical operations for each subject-matter as described below.			
Module	Description	Technical Instruction	Required Operations
Hairstyling	This module will provide technical and practical instruction in the following techniques and procedures: hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs, and hot curling irons and blower styling.	65 hrs	240
Permanent Waving and Chemical Straightening	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.	40 hrs	105
Hair Coloring and Bleaching	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	60 hrs	50
Hair Cutting	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.	20 hrs	80
Shaving The required subjects of instruction in Shaving shall be completed with the minimum hours of 200 hours of technical instruction and practical operations for each subject-matter as described below.			
Preparation and Performance	This module will provide technical and practical instruction in preparing the guest's hair for shaving, assessing the condition of the guest's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the guest's face, rolling cream massages.	100 hrs	40
Technical Instruction in Health and Safety The required subjects of instruction in Health and Safety shall be completed with the minimum 200 hours of technical instruction for each subject-matter as described below.			
Laws and Regulations	This module will provide technical instruction in the, The Barbering and Cosmetology Act and the Board's Rules and Regulations.	50 hrs	
Health and Safety Considerations	This module will provide technical instruction in the following techniques and procedures: Health and Safety/Hazardous substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B.	50 hrs	
Disinfection and Sanitation	This module will provide technical in the following techniques and procedures: disinfection and sanitation, including proper procedures to protect the health and safety of the consumer, as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	50 hrs	
Anatomy and Physiology	This module will provide technical instruction in Human Anatomy and Human Physiology.	50 hrs	

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 1500, 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.

Description of Kit for 1500 Hour Barbering

1500 Barber Full Kit*

- Clipper
- Trimmer
- Clipper Tool
- Shaver
- Comb Set
- Clipper Comb
- Black Barber Jacket
- Duckbill clips
- Manequin head
- Sculpting Brush
- Medium round brush
- Drape
- Scissor
- Texturizer
- Tripod
- Hand Mirror
- Milady Barber Textbook
- Milady Test Study Book
- Barber Guide Books
- Razor Scales
- Razor Blades
- Guards
- Kit Case

*This kit or its equivalent based on current trends in the industry will be provided to barber students.

Barber Crossover Program

This Program consist of 400 clock hours Students in this program are required to complete 80 hours of classroom instruction and 320 hours of practical training. The part -time course is to be completed in 40 weeks (Mondays only) or sooner as availability in the school and/or students schedule allows.

Description of Program:

This program covers all aspects of the code, including razor cutting, hair processing, shaving and blow waving and business. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Barber to perform all skills as a Barber.

Definition of Terms:

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. Instructional Techniques and Methods:

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 75% (C) or better.

Program Format:

The student will learn the technical techniques and methods of performing shaving techniques, Technical instruction will be provided to students in each skill prior to the student actually performing guest services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

Educational Goals:

The Barbering Crossover course is designed to prepare students for the state licensing examination and for profitable employment as a Barber. The knowledge and skills will prepare licensed students for work as a barber, salon owner, and product demonstrator. (SOC 39-5011.00)

Barber Performance Objectives:

Acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of shaving.

Skills to be Developed:

Learn the proper use of implements relative to Barber shaving services.

Program Mission: Attitudes and Appreciations to be Developed:

Be able to appreciate good workmanship common to Barber, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

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.

Graduation Requirements:

When a student has completed the required theory hours and practical operations in Cosmetician 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.

Licensing Requirements:

Applicant must be 17 years of age or older and have completed the 10th grade, A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barber Crossover course as described above and passed the licensing exam with an overall average of 75%.

Crossover		
Required Course		
Shaving - Preparation and Performance		
This module will provide technical and practical instruction in preparing the guest's hair for shaving, assessing the condition of the guest's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the guest's face, rolling cream massages.		
80 hours classroom instruction		
320 hours practical instruction		
List the skills or competencies to be acquired by the student.	Men's Hair Cutting Squared Layers Pompadour Business Professional (Gentleman's Cut) Taper Side and Back Fade Disconnected Styles	Men's Grooming Beard and Mustache Trim Goatee Trim/Shape Facial Shaving Scientific Brushing Scalp Treatments Scalp & Facial Massage Shampooing and Hair Care

- The minimum combined total clock hours of 400, 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.

Description of Crossover Kit

400 Crossover Barber Essentials Kit*

- Clippers
- Trimmers
- Shaver
- Clipper Comb
- Razor Scales
- Razor Blades
- Clipper Guards
- Drape
- Black Barber Jacket
- Barber Comb
- Milady Barber Textbook
- Milady Test Study Book
- Crossover Guide Book
- Mannequin
- Set Clips
- Kit Case

*This kit or its equivalent based on current trends in the industry will be provided to crossover students.

Crossovers must provide their own:

- Hair Cutting Scissors
- Texturizing Scissors
- Cutting Combs
- Blow Dryer and Brushes
- Black Apron
- Hand Mirror
- Weaving Comb
- Medium Round Brush
- Vent Style Brush

I have read the above Cosmoton Academy Catalog including its Rules and Regulations and the Standards of Student Conduct, and I am fully aware that I am totally responsible for upholding them while I am a student at Cosmoton Academy. In signing this form (to be placed in my Cosmoton Academy student file), I understand that violation of these rules, regulations and standards may result in discipline up to and including dismissal. I also understand that grievance procedures are available to me for perceived violation of my student rights.

Student's Name (Printed) Student's Signature Date

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