



Jama's Beauty & Barber College
21515 Vanowen St., Ste. 100
Canoga Park, Ca. 91303
where all instruction occurs

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Catalog

January 1, 2020 – December 31, 2020

This is a true and correct in content and policy. Director's signature: *Jama Williams*

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Mission

Jama's Beauty & Barber College provides the courses of instruction necessary to stimulate learning through creativity in an inspirational environment. The college guides students to complete the proper requirements for the California State Board of Cosmetology needed in order to be eligible to obtain their license. Each training program will prepare the student for entry-level employment in the cosmetology and barbering field. Each session also encompasses proper duration and the appropriate intensity to develop the knowledge necessary to advance and prepare for the required state exams.

Institutional Objective

Jama's Beauty & Barber College strives to provide students in the local area access to Cosmetology, and other Cosmetology Board approved programs with training that is comprehensive in both the theory classroom setting and with hands-on practical experience. Jama's Beauty & Barber College fosters a commitment to provide the tools necessary for personal and professional growth and emphasize how to be successful by providing professional services with integrity and with the highest level of skill possible. We take pride and providing a first-class facility to our students who will be given the ability to achieve excellence through our distinguished programs. Jama's Beauty & Barber College provides affordable quality education. **All courses are taught in English.** Through traditional classroom instruction, we teach the skills and values needed to prosper as Cosmetologists, Barbers, Estheticians, and Manicurists. Demonstrating these objectives, Jama's Beauty & Barber College has been awarded *Small Business of the Year* by the United Chambers of the San Fernando Valley.

BPPE Approval

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, and with state standards as set forth in the CEC and 5, CCR. The bureau website is: www.bppe.ca.gov.

Catalog Information

Jama's Beauty & Barber College's catalog is provided to prospective students via the web site or electronically and a print version is available at the school, upon request. **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. Jama's Beauty & Barber College's catalog shall be updated annually, per the California postsecondary Act of 2009 (94909).

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:

Physical Address: 1747 N. Market Blvd., Ste. 225, Sacramento, CA 95834

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

Website address: www.bppe.ca.gov

Telephone & Fax #s: (888)370-7589 or by fax (916)263-1897
(916)574-8900 or by fax (916)263-1897

A student or any member of the public may file a complaint about the 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 website www.bppe.ca.gov.

Description of the Facilities & Type of Equipment Used for Instruction

Jama's Beauty & Barber College is located at 21515 Vanowen St., Ste. 100 Canoga Park, Ca. 91303 and has approximately 3,290 square feet. The college enrolls up to 125 students. All instruction occurs at this site. The facility is an upscale, spacious and modern facility devoted to teaching the art and science of the Beauty and Cosmetology Industry. It is equipped with professional equipment commonly used in the top salons and spas around the country; our campus is carefully designed and furnished to simulate a salon and spa atmosphere, while providing students with a real-life training environment. Our campus includes two theory classrooms for the Esthetician program, one practical room, one theory classroom for Cosmetology, one theory classroom for Barbering, one classroom for manicurist and a student salon floor that includes twenty two styling chairs, eight hairdryers, six shampoo bowls, seven manicure tables, ten facial beds, two administration offices and two restrooms.

Programs

Jama's Beauty & Barber College currently offers training leading to licensure in Cosmetology (1600 Clock Hours), Barbering (1500 Clock Hours), Esthetician (600 Clock Hours) and Manicurist (400 hours).

Program	Monday	Tuesday	Wednesday	Thursday	Friday	Lunch/ Breaks	Program Length
Cosmetology 1600 hours 38-hours /week	9:00am to 5:30pm	9:00am to 5:30pm	9:00am to 5:30pm	9:00am to 5:30pm	9:00am to 3:30pm	30-minute Lunch 2-15minute breaks	42.50 Weeks
Cosmetology 1600 hours. 16-hours /week	6:00pm to 10:00 pm	6:00pm to 10:00 pm	6:00pm to 10:00 pm	6:00pm to 10:00 pm	N/A	1- 15minute break	100 Weeks
Barbering 1500 hours 38- hours/week	9:00am to 5:30pm	9:00am to 5:30pm	9:00am to 5:30pm	9:00am to 5:30pm	9:00am to 5:30pm	30-minute Lunch 2-15 minute breaks	39.50 Weeks
Barbering 1500 hours 16- hours/week	6:00pm to 10:00 pm	6:00pm to 10:00 pm	6:00pm to 10:00 pm	6:00pm to 10:00 pm	N/A	1- 15minute break	93.75 Weeks
Esthetician 600 Hours 30- hours/week	9:00am to 3:30pm	9:00am to 3:30pm	9:00am to 3:30pm	9:00am to 3:30pm	9:00am to 3:30pm	30-minute Lunch 1-15minute break	20 Weeks
Esthetician 600 Hours 16- hours/week	6:00pm to 10:00 pm	6:00pm to 10:00 pm	6:00pm to 10:00 pm	6:00pm to 10:00 pm	N/A	1- 15minute break	37.5 Weeks
Manicurist 400 Hours 22- hours/week	N/A	9:00 am to 3:00 pm	9:00 am to 3:00 pm	9:00 am to 3:00 pm	9:00 am to 3:00 pm	30- minute Lunch 1-15minute break	18.50 Weeks
Manicurist 400 Hours 16- hours/week	6:00pm to 10:00pm	6:00pm to 10:00pm	6:00pm to 10:00pm	6:00pm to 10:00pm	N/A	1- 15 minute break	25 Weeks

Visa Services

This institution admits students from other countries-however, we do not provide visa related services. The school will vouch for student status, but the student is responsible for any associated charges.

English Proficiency

Jama's Beauty & Barber College is taught in English only. The student must have the ability to read and write in English at the level equivalent of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam. We do not provide English language translators or ESL classes. However, if a students' primary language is not English, the school allows the student to bring in an interpreter, when signing the Enrollment Agreement contract to obtain a clear understanding of the terms, conditions, disclosures and statements, cancellation and refund policies noted in this Enrollment contract in the students' primary language.

Health and Physical Considerations

Generally, a professional in the Cosmetology and Barbering fields must be in good physical health since he/she will be working in direct contact with customers and the career path require a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves these extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students believe that they can fulfill the training demands.

School Hours and Holidays (Calendar)

Hours of operation for Jama's Beauty & Barber College are Monday–Thursday 9:00am - 10:00 pm & 9:00am – 3:30pm on Fridays. School holidays for catalog period are: Good Friday: April 10, 2020, Memorial Day: May 25, 2020, Labor Day: September 7, 2020, Columbus Day: October 12, 2020, Veterans Day: November 11, 2020, Thanksgiving Holiday November 23 – 27, 2020, Christmas Holiday December 21 – December 31, 2020, New Year's Day: January 1, 2021, MLK Day: January 18, 2021, President's Day: February 15, 2021. A special holiday may be declared for staff training, emergencies or other reasons.

New Class Start Dates

Jama's Beauty & Barber College begins classes on the below dates. Due to COVID- 19 some start dates may be required to be delayed, schedules may change, and additional start dates may be added, due to regulatory restrictions and safety. Please contact Mrs. Jama at (818) 888-2452 or by email: jamabeautycollege@gmail.com.

Planned cohort start dates are: April 27th 2020, May 26th 2020, June 22nd 2020, July 20th 2020, August 17th 2020, September 21st 2020, October 26th 2020, November 30th 2020, January 19th 2021, February 22nd 2021, March 15th 2021, May 10th 2021, June 7th & 21st 2021, July 5th 2021, August 23rd 2021 and September 6th & 13th 2021, October 25th 2021, November 1st 2021, December 20th & 27th 2021.

Administration Hours

Students can obtain information from Administration and/or to complete enrollment documents on Wednesdays from 3:00 pm – 4:00 pm, or with an appointment (including weekend appointments) by contacting Mrs. Jama at (818) 888-2452 or by email: jamabeautycollege@gmail.com.

Orientation Day

On your orientation day you should receive your syllabus, textbooks, and review school policies and procedures. Orientation is scheduled on the first day of class, clock hours are earned.

Course Outlines

Name of Program	Cosmetology
Program Description	A 1600-hour course which includes the study and practice of all aspects of the beautification and care of the hair, skin and nails. The course provides for both

	classroom instruction and supervised practice of job-related skills on diverse (as well as multi-ethnic) hair textures of all ethnic groups, such as hairdressing, hair cutting, coloring, manicuring and skin care services. The program also includes the study of relative subjects such as, bacteriology, anatomy, chemistry, health, etc.
Program Mission & Objectives	The mission of the program is to help contribute to the workforce training needs of the area by successfully training motivated students in their acquisition of skills as required to be licensed as a Cosmetologist in California. Upon successful completion, graduates are ready to pass the required state test and be licensed as Cosmetologists in the State of California.
Graduation Requirements	To graduate from Jama's Beauty & Barber College and receive a certificate of graduation from the school, students must have completed the requisite 1600 clock hours, have paid all tuition and fees in full, have performed the required number of written exams and practical operations required by the State of California for licensure. There is a final mock practical and final written test, on which a score of 75% or higher is required to graduate.
Total Clock Hours	This program is 1600 hours in length. This program is delivered Monday through Friday, 5 days a week, with a full time 38 hour a week program and a part-time 16 hour a week program.
Exams	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75%, to maintain satisfactory attendance progress. There is a final mock practical and written test a score of 75% or higher is required to graduate.
Mode of Instruction	Traditional Classroom
Textbooks	Milady Standard Cosmetology, 13th Edition, 2016 ISBN-13: #978-1285769417
Internship/Externship	None
Faculty & Qualifications	All Jama's Beauty & Barber College's instructors must be currently licensed as a Cosmetologist by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
Skills and competencies to be acquired by the student.	At the completion of the program the student will be able to: <ol style="list-style-type: none"> 1. Properly use and handle all cosmetology related tools such as; scissors, razors, curling irons, blow dryers, dermal lights, combs and brushes, etc. 2. Apply corrective and preventative skin care treatments and apply make-up. 3. Effectively use styling techniques which include, roller setting, thermal styling, pressing, finger waving, pin curls, etc. 4. Perform chemical services such as, permanent waving, hair coloring, bleaching, chemical relaxing, etc. 5. Perform haircutting services using scissors, razors, and thinning tools. 6. Perform Manicuring, Pedicuring and artificial nail services. 7. Apply scalp and hair treatments including the use of therapeutic message.

Module	Module Description	Theory Hours	Practical Hours
Module 1 Hairstyling	In this module the student will learn 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 blow dry styling.	65	240

Module 2 Permanent Waving and Chemical Straightening	In this module the student will learn 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	105
Module 3 Hair Coloring and Bleaching	In this module the student will learn the following techniques and procedures (also including, the use of permanent, semi-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	50
Module 4 Hair Cutting	In this module the student will learn the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
Module 5 Laws and Regulations	In this course the student will learn about the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	0
Module 6 Health and Safety Considerations	In this module the student will learn the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter.	45	0
Module 7 Disinfection and Sanitation	In this module the student will learn 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.	20	N/A
Module 8 Anatomy and Physiology	In this module the student will learn about Human Anatomy, Human Physiology.	15	N/A
Module 9 Manual, Electrical and Chemical Facials	In this module the student will learn the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	25	40
Module 10 Eyebrow Beautification and Make up	In this section of the course the student will learn about the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. In this section of the module the student will learn about the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited	25	30

	or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.		
Module 11 Manicuring and Pedicuring	In this module the student will learn about Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	10	25
Module 12 Artificial Nails and Wraps	In this module the student will learn about Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.	25	120
Module 13 Additional Training, Professionalism	In this module, additional training or practical application hours will be provided to the student to assure competence. In addition, the student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.	100	440
TOTAL		470	1130

Name of Program	Barbering
Program Description	A 1500-hour course which includes the study and practice of all aspects of the beautification and care of the hair and skin. The course provides for both classroom instruction and supervised practice of job-related skills such as hairdressing, hair cutting, shaving, coloring and skin care services. The program also includes the study of relative subjects such as bacteriology, anatomy, chemistry, health, etc.
Program Mission & Objectives	The mission of the program is to help contribute to the workforce training needs of the area by successfully training motivated adult students in their acquisition of skills as required to be licensed as a Barber in California. Upon successful completion, graduates are ready to pass the required state test and be licensed as a Barber in the State of California.
Graduation Requirements	To graduate from Jama's Beauty & Barber College and receive a certificate of graduation from the school, students must have completed the requisite 1500 clock hours, have paid all tuition and fees in full, have performed the required number of written exams and practical operations required by the State of California for licensure. There is a final mock practical and final written test, on which a score of 75% or higher is required to graduate.
Total Clock Hours	This program is 1500 clock hours in length. The program is delivered in a full time and part time option. The full-time program is 38 hours a week, Monday through Friday, the part-time program is offered Monday through Thursday, 4 nights a week, 16 hours per week.
Exams	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75%, to maintain satisfactory attendance progress. There is a final mock practical and written test a score of 75% or higher is required to graduate.
Mode of Instruction	Traditional Classroom and School Salon Floor

Textbooks	Milady's Standard Barbering, 6th Edition, #ISBN-13: 978-1305100558
Internship/Externship	None
Faculty & Qualifications	All Jama's Beauty & Barber College's instructors must be currently licensed as a Barber by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
Skills and competencies to be acquired by the student	At the completion of this program the student will be able to <ul style="list-style-type: none"> ▪ Clean and sanitize tools and work environment. ▪ Schedule client appointments and accept payments. ▪ Properly use and handle all barbering related tools such as; clippers, trimmers, scissors, razors, curling irons, blow driers, combs and brushers, etc. ▪ Effectively use styling techniques which include, thermal styling, pressing, finger waving, pin curls, etc. ▪ Perform chemical services such as permanent waving, hair coloring, bleaching, chemical relaxing, etc. ▪ Perform haircutting services using clippers, trimmers, scissors, razors, and thinning tools. ▪ Apply scalp and hair treatments including the use of therapeutic massage. ▪ Prepare the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave anti-septic, massaging the client's face, rolling cream.

Module	Module Descriptions	Theory Hours	Practical Hours
Module 1 Hairstyling	In this course the student will learn 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 blow dry styling.	65	240
Module 2 Permanent Waving and Chemical Straightening	In this course the student will learn 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	105
Module 3 Hair Coloring and Bleaching	In this course the student will learn the following techniques and procedures (also including, the use of permanent, semi-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	80
Module 4 Hair Cutting	In this course the student will learn the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	60	140
Module 5 Laws and Regulations	In this course the student will learn about the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	80	N/A
Module 6 Health and Safety Considerations	In this course the student will learn about 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.	100	N/A
Module 7	In this course the student will learn the following techniques and procedures: Disinfection and sanitation including proper	20	N/A

Disinfection and Sanitation	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.		
Module 8 Anatomy and Physiology	In this course the student will learn about Human Anatomy, Human Physiology.	15	N/A
Module 9 Shaving Preparation and Performance	In this course the student will learn the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	80	120
Module 10 Additional Training, Professionalism	In this module, additional training or practical application hours will be provided to the student to assure competence. In addition, the student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.	75	220
TOTAL		595	905

Name of Program	Esthetician
Program Description	The Esthetician Course offers a complete 600-hour course in the science and art of esthetics. The program is designed to prepare and educate each student in the fundamentals of the basic esthetic education set forth by the California Board of Barbering and Cosmetology. It will also prepare each student for the practical and theory examination for a California Esthetician License. In addition, the course will incorporate the knowledge needed for entry level employment in salons, spas, or clinical esthetics.
Program Mission & Objectives	The mission of the program is to help contribute to the workforce training needs of the area by successfully training motivated adult students in their acquisition of skills as required to be licensed as an Esthetician in California. Upon successful completion, graduates are ready to pass the required state test and be licensed as an Esthetician in the State of California
Graduation Requirements	To graduate from Jama's Beauty & Barber College and receive a certificate of graduation from the school, students must have completed the requisite 100 clock hours, have paid all tuition and fees in full, have performed the required number of written exams and practical operations required by the State of California for licensure. There is a final mock practical and final written test, on which a score of 75% or higher is required to graduate.
Total Clock Hours	This program is 600 hours in length. This program is delivered Monday through Friday, 5 days a week, with a 30 hour per week full-time program and a 16 hour a week part-time program.
Exams	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75%, to maintain satisfactory

	attendance progress. There is a final mock practical and written test a score of 75% or higher is required to graduate.		
Mode of Instruction	Traditional Classroom and School Salon Floor		
Textbooks	Milady's Standard Esthetics Fundamentals, 11th Edition, 2013 ISBN-13: #978-1111306892.		
Internship/Externship	None		
Faculty & Qualifications	All Jama's Beauty & Barber College's instructors must be currently licensed as an Esthetician or Cosmetologist by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times		
Skills and competencies to be acquired by the student	<p>At the completion of this course the student will be able to</p> <ul style="list-style-type: none"> • Analyze customer's skin care needs. • Able to discuss treatments and products with clients. • Perform facials to cleanse pores and improve skin tone. • Apply chemical peels to reduce fine lines and age spots. • Perform simple extractions to remove blackheads. • Remove unwanted facial hair using depilatory wax. • Tint eyebrows. • Instruct customers on skin care and makeup techniques. • Sterilize equipment and clean work area. • Massage the face. • Select and apply cosmetic products such as creams, lotions, and tonics. 		
Module	Module Description	Theory Hours	Practical Hours
Module 1 Law and Regulations	In this module the student will learn the about The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10 hrs	N/A
Module 2 Health and Safety Consideration	In this module the student will receive training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	40 hrs	N/A
Module 3 Disinfection and Sanitation	In this module the student will learn the procedures to protect the health and safety of the consumer as well as the technician including proper disinfection procedures.	10 hrs	N/A
Module 4 Anatomy and Physiology	In this module the student will learn Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15 hrs	N/A
Module 5 Chemical, Manual and Electrical Facials	In this module the student will learn about and have practical training in manual facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not	70 hrs	255 hrs

	be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification.		
Module 6 Client Preparation, Professionalism	In this module the student will learn the basics of client preparation including Greeting, Consultation, Forms, Questions to ask to Discover Client Needs, Analyzing Client's Skin and Assessment, Agreement of Treatment, Delivering of the Service, Completion, Client Retention, Resolving Conflict, Handling Difficult Clients, Diplomacy Additional training or practical application hours will be provided to the student to assure competence. The student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.	15 hrs	N/A
Module 7 Makeup	In this module the student will learn about and have practical training in Products, Tools, Supplies, Daytime Make-Up, Special Occasion Make-Up, Camouflage, Custom Blending, Facial Contouring, Black and White Photo Make-Up, Glamour Eyes, Fantasy Make-Up, Corrective, Bridal, Custom Lip Sticks, Custom Foundations, Body Art, Photo Shoot, Artificial Eyelashes, Lash and Brow Tinting, Body Bronzing, Consultation and Safety and Sanitation.	20 hrs	90 hrs
Module 8 Eyebrow Beautification	In this module the student will learn and have practical training in eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25 hrs	50 hrs
	TOTAL	205	395

Name of Program	Manicurist
Program Description	The Manicurist Course offers a complete 400-hour course in the science and art of manicuring. The program is designed to prepare and educate each student in the fundamentals of the basic manicuring education set forth by the California Board of Barbering and Cosmetology. It will also prepare each student for the practical and theory examination for a California Manicurist License. In addition, the course will incorporate the knowledge needed for entry level employment in salons or spas.
Program Mission & Objectives	The mission of the program is to help contribute to the workforce training needs of the area by successfully training motivated adult students in their acquisition of skills as required to be licensed as a Manicurist in California. Upon successful completion, graduates are ready to pass the required state test and be licensed as a Manicurist in the State of California.
Graduation Requirements	To graduate from Jama's Beauty & Barber College and receive a certificate of graduation from the school, students must have completed the requisite 400 clock hours, have paid all tuition and fees in full, have performed the required number of written exams and practical operations required by the State of California for

	licensure. There is a final mock practical and final written test, on which a score of 75% or higher is required to graduate.
Total Clock Hours	This program is 400 hours in length. The program is offered on a part-time basis with a daytime and evening option. The daytime option is 22 hours a week Tuesday – Friday, the evening part-time option is 16 hours a week, Monday- Thursday.
Exams	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75%, to maintain satisfactory attendance progress.
Mode of Instruction	Traditional Classroom and School Salon Floor
Textbooks	Milady's Standard Nail Technology, 7th Edition, 2015 ISBN-13: #978-1285080475
Internship/Externship	None
Faculty & Qualifications	All Jama's Beauty & Barber College's instructors must be currently licensed as a Manicurist or Cosmetologist by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
Skills and competencies to be acquired by the student	At the completion of this program the student will be able to <ul style="list-style-type: none"> ▪ Clean and sanitize tools and work environment. ▪ Schedule client appointments and accept payments. ▪ Remove previously applied nail polish, using liquid remover and swabs. ▪ Clean customer's nails in soapy water, using swabs, files, and orange sticks. ▪ Shape and smooth ends of nails, using scissors, files, and emery boards. ▪ Apply undercoat and clear or colored polish onto nails with brush. ▪ Advise clients on nail care and use of products and colors. ▪ Assess the condition of client's hands, remove dead skin from the hands and massage them. ▪ Soften nail cuticles with water and oil, push back cuticles, using cuticle knife, and trim cuticles, using scissors or nippers. ▪ Brush powder and solvent onto nails and paper forms to maintain nail appearance and to extend nails, then remove forms and shape and smooth nail edges using rotary abrasive wheel

Module	Module Description	Theory Hours	Practical Hours
Module 1 Manicures and Pedicures	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-ons, nail tips, nail wraps and repairs, and nail analysis.	60 hrs	60 hrs 180 hrs
Laws and Regulations	The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10 hrs	N/A
Module 2	The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures:	25 hrs	N/A

Health and Safety Considerations	Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.		
Module 3 Disinfection and Sanitation	The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.	20 hrs	10 hrs
Module 3 Bacteriology, Anatomy and Physiology	The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and condition	10 hrs	N/A
Module 4 Additional Training, Professionalism	In this module, additional training or practical application hours will be provided to the student to assure competence. In addition, the student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.	25 hrs	N/A
	TOTAL	150 hrs	250 hrs

Admission Policy

Jama's Beauty & Barber College is accepting students for admission once the following criteria have been met:

1. Applicants must provide a copy of his/her High School Diploma, or GED or their transcript showing high school completion or documentation proving completion of **homeschooling at the secondary level** as defined by state law, or have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
2. Must be 17 years of age or older.
3. Applicant must provide a valid, government-issued picture ID, such as a California Driver's license, other state issued ID, or Passport.
4. **Transfer students only:** Transfer students shall provide transcripts from prior learning before enrollment. 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 Jama's Beauty & Barber College.
5. This institution has **not** entered into an articulation or transfer agreement with any other institution.

6. Ability to Benefit Exam: Jama's Beauty & Barber College accepts Ability-to-Benefit students and the test used is CELSA, which is administered by an independent party. The score required for admission is 37 on form #1 and #34 on form# 2. ATB passing score may be used in place of checklist Item #1 above (GED or HS Diploma).
7. Student to present school with Social Security card or TIN number.
8. This institution does not award credit for experiential learning.
9. **Veteran Students Only:** Veteran Students applying to use Veteran's Education benefits shall provide all transcripts and proof of prior credit from *all post-secondary training*, prior to enrollment, *if applicable*.

Transfer Policy (Hours and Services from Another Institution)

The transferability of credits or services you earned at another institution and are deemed transferable are at the sole discretion of Jama's Beauty & Barber College's Administration. You *may* be required to repeat some or all of your coursework or services. All transfer hours must be determined prior to enrollment and included in your enrollment agreement. Veteran Students applying to use Veteran's Education benefits shall provide all transcripts and proof of prior credit from *all post-secondary training*, prior to enrollment, *if applicable*.

Re-entry (Re- Enrollment Policy)

A student who withdraws from Jama's Beauty & Barber College may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment, *if re-entry occurs within 180 days of last day of attendance*. A student who was terminated for behavior reasons *may not* be eligible for re-entry. Students who re - enter more than 180 days after last day of attendance will have their transcripts evaluated for the number of credits and services, they will receive credit for and such review and transferring of hours will be at the sole discretion of the school's Director.

Nondiscrimination Policy

Jama's Beauty & Barber College is committed to providing equal opportunities to all applicants in all 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 (ethnic) 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.

Tuition & Fees

Program Name	Tuition	Registration Fee*	STRF	Kits**	Books**	Uniforms**	Total Charges for Current Program of Attendance	Estimated Total Charges for Entire Program
Cosmetology	\$8,500	\$150	\$0.00	\$2,894.00	\$336	\$120	\$12,000	\$12,000
Barbering	\$ 6,000	\$150	\$0.00	\$2,894.00	\$336	\$120	\$9,500	\$9,500
Esthetician	\$4,000	\$150	\$0.00	\$2,860.00	\$370	\$120	\$ 7,500	\$ 7,500
Manicurist	\$ 1,500	\$150	\$0.00	\$1,430.00	\$300	\$120	\$ 3,500	\$ 3,500

*Non-Refundable

**Non-refundable 7 days after signing enrollment

Program Name	
Cosmetology	
1. <u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$ 12,000
2. <u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$ 12,000
Barbering	
1. <u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$ 9,500
2. <u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$ 9,500
Esthetician	
1. <u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$ 7,500
2. <u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$ 7,500
Manicurist	
1. <u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$ 3,500
2. <u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$ 3,500

The cost of tuition does not include the California State Board Examination Fee or License Fee, which is currently \$125. This fee is the responsibility of the student.

Extra Instructional (Overtime) Charges

Students are expected to complete their training (hours & operations) within the maximum time allowed in their Enrollment Agreement. The Jama's Beauty & Barber College Enrollment Agreement allows for all school Holidays and 5 personal days based on the student contract for full time students and 4 personal days based on the student contract for part time students. If a student exceeds the time frame outlined in their Enrollment Agreement, an extra instructional charge will be added for the remaining hours & operations needed to complete their course. **The current rate per hour is \$15.00. All monies paid to school for extra-instructional charges (overages) prior to completion of the student's contract are refunded if the student terminates prior to completion of the program.**

Tuition for Transfer Students

A transfer student for Cosmetology tuition cost will be \$5.31 per hour

A transfer student for Barbering tuition cost will be \$4.00 per hour

A transfer student for Esthetician tuition cost will be \$6.67 per hour

A transfer student for Manicurist tuition cost will be \$3.75 per hour

*Registration fee, kits, books, or uniforms required is a separate cost.

Methods of Payment

Acceptable methods of payments are Cash, Cashier's Check, Money Order and Personal check and Jama's Beauty & Barber College's *Payment Plan*. Jama's Beauty & Barber College's payment plan is offered to all students at no interest at the time of enrollment. Please be advised that certificate of completion and transcript documents will be withheld until all monies owed the school have been paid in full.

Financial Aid

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students.

Loan Repayment & Financial Aid Disclosures

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

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:

- 1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- 2) 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.

Veteran’s Education Funding

Jama’s Barber & Beauty College does not currently offer Veteran’s Educational benefits.

Student’s Right to Cancel

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*. The institution shall refund 100% less registration fee of \$150.

Withdrawal/Institutional Refund Policy and Procedures

A notice of cancellation shall be in writing. The cancellation or withdrawal is effective on the date written notice of cancellation is sent either by email, mail or letter given by student in person and a withdrawal may be effectuated by the student’s written notice to the school administrative office at 21515 Vanowen St., St. 100, Canoga Park, Ca., 91303 or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance.

Applies to all terminations for any reason, by either party, including a student’s decision, course or program cancellation, or school closure.

1. Jama’s Beauty & Barber College shall refund 100 percent of the amount paid for institutional charges, less a registration fee of \$150 not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later (cancellation period).
2. After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60% or less of the period of attendance. Once more than 60% of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student.
3. This policy applies to all students.
4. This policy is based on scheduled hours.
5. The registration fee is a non-refundable. Equipment, books, supplies, tools, uniforms, kits are non-refundable.
6. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee, equipment, books, supplies, tools, uniform and kits as described in the refund policy above.
7. If you withdraw from school after the cancellation period, the refund policy described above will apply.
8. There may be a \$50 Administrative Drop fee, if student drops after 7 days of enrollment.
9. 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 Refund 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 Director to pay that balance.

Percent of Scheduled Time	Tuition Earned by School
0-60%	Pro-rata calculation based upon scheduled hours
60.01% and over	100%

*Eligible enrolled veterans receive a 100% pro -rata refund, including a \$10.00 registration fee, if applicable.

Student Tuition Recovery Fund (STRF)

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

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

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

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

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

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

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

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

Time Clock and Attendance Policy

A time clock terminal keeps track of the student's time in and out. No student is allowed to clock in or clock out for another student. If a student is caught clocking in another, they may be terminated from the program. No student is allowed to clock out during college hours without permission from their Instructor. Anytime a student leaves the building during the day, his/her timecard must be left with the instructor.

Late Arrivals (Tardy Policy)

If a student is more than 15 minutes late for their scheduled start time, the student *may* not be allowed onto the school premises and considered absent for the day.

Leave of Absence Policy (LOA)

Students are given time off for school holidays and an additional 5 personal days are included in their contract to use in the event of illness, family event or other matters for full-time students. For part-time students 4 personal days are included in their contract end date. In the event that a student is absent 14 *sequential calendar* days, said student will be dropped and is eligible, even *welcomed* to re-enroll per the terms of the re-enrollment policy. Students are encouraged to use these days prior to requesting a Leave of Absence. Jama's Beauty & Barber College does offer a Leave of Absence (LOA) to *all* students, a LOA is granted or denied at the sole discretion of the School Director or staff designated in the Director's absence.

Leaves of Absence (LOA) may be granted for documented jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993, or other reasons approved by the School's Director, provided the total number of cumulative approved LOA (s) do not exceed 180 days in a calendar year. Leave of absences will not be granted for less than 2 weeks (14 calendar days) or for more than 180 calendar days in any 12-month period. Students may not arbitrarily decide to "take" a leave of absence. There will be no additional charges for a LOA. A student granted a Leave of Absence is not considered to have withdrawn and no refund calculation is required. In order to grant a leave, there must be a reasonable expectation that the student will return from the LOA and resume studies.

Any approved leave will extend the student's enrollment period (contract) with the school by the same number of days taken off the approved leave and no additional fees will be charged. These changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

The request for a leave of absence must and accompanied by a written statement as to the reason for the request and plan for making up missed time and include documentation supporting (examples: medical notes, jury summons, death notices). Forms for LOA requests are provided upon request. All requests must follow the school's policy in requesting an LOA and be made in advance unless unforeseen circumstances prevent the student from doing so and include the student's signature; for example: an accident or medical emergency. Jama's Beauty & Barber College may grant a LOA to a student who did not provide a request prior to the LOA due to unforeseen circumstance if the institution documents the reason for its decision and collects the request from the student at a later date. In this event, the beginning date of the approved LOA would be the first date the student was unable to attend school because of the accident, illness or other approved event.

A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence. Students may not arbitrarily decide to "take" a leave of absence.

If the student fails to return or contact the School and request another leave, on the documented return date or takes an unapproved LOA, the student will be considered to have withdrawn from school as of that date the student began the LOA. The withdrawal date, for the purpose of calculating a refund, is always the student's last day of attendance. The determination of the withdrawal date is the date of the end of the leave of absence or the date that the student notifies the school that they will not be returning, whichever is earlier.

Upon the student's return, he or she will have no more than the number of days of actual leave to make up the missed work. The period to make-up that missed work shall begin on the day the student returns from their leave.

Excused and Unexcused Absences

An absence is an absence at Jama's Beauty & Barber College, there is no contract extension for an excused absence, but the school does appreciate your calling in if you will know you will be out for scheduling salon floor appointments and staff scheduling. In the event a student is absent 14 *consecutive calendar* days, said student(s) will be dropped and are eligible, even *welcomed* to re-enroll per the terms of the re-enrollment policy.

Satisfactory Academic Progress Policy

Jama's Beauty & Barber College's Satisfactory Academic Progress Policy (**SAP**) is consistently applied to **all** students enrolled at the school, regardless of their class schedule. It is printed in the catalog to ensure that **all** students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Jama's Beauty & Barber College's Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis, as explained in the policy.

***PLEASE NOTE:** The school is not yet approved to offer Title IV Funding.

Evaluation Periods

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Evaluations will be performed on scheduled hours. The chart below details the evaluation points applicable to each program:

Program	Course Length	Evaluation Points
Cosmetology	1600 clock hours	450, 900 and 1250 scheduled hours
Barbering	1500 clock hours	450, 900 and 1200 scheduled hours
Esthetician	600 clock hours	300 scheduled hours
Manicurist	400 clock hours	200 scheduled hours

The institution operates all programs according to a schedule of 900 clocked hours and at *least* 26 weeks per academic year of instruction.

Transfer Students

Transfer students will be evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever occurs first.

Attendance Policy – All Programs

Students are required to attend 67% of the scheduled sessions throughout the entire program. By maintaining a cumulative average attendance level of at least 67% of the scheduled hours indicated on the student's enrollment contract at the end of each evaluation period ensures that there will be completion of the student's program within 150% of the scheduled course length which is the maximum time frame in which a student must complete the course. When a student falls below 67% attendance they will be given a two-week warning and if their attendance fails to meet minimum requirements, the student may be terminated from the program.

Attendance Progress

For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 67%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), by the total number of hours scheduled. At the end of each 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 of one and one-half (1 ½) times the length of the course.

Academic Progress

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a *cumulative* academic grade average of to maintain satisfactory attendance progress. **Students may make up failed or missed tests and incomplete assignments, in accordance with the school’s published Policy for Scheduling and Grading Make-Up Work, Incomplete’s and Repetitions.** A student’s grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, *if applicable*. The grading scale is listed below.

A	Excellent	90% - 100%
B	Very Good	80% - 89%
C	Satisfactory	75% - 79%
F	Fail/Unsatisfactory	74% & below

Maximum Time Frame

Students are required to complete the program and/or course within 150% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled contracted hours. Students who exceed the maximum time frame shall be terminated from the program and permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution’s admissions policy.

Program	Maximum Weeks 150%	Maximum Scheduled Hours
Cosmetology 1600 hours 38-hours /week, 42.50 weeks total	63.75 weeks	2,400 hours
Cosmetology 1600 hours 16-hours /week, 100 weeks total	150 weeks	2,400 hours
Barbering 1500 hours 16-hours/week, 93.75 weeks total	140.75 weeks	2,250 hours
Barbering 1500 hours 38-hours/week, 39.50 weeks total	59.25 weeks	2,250 hours
Esthetician 600 Hours 30-hours/week, 20 weeks total	30 weeks	900 hours
Esthetician		

600 Hours 16-hours/week, 37.5 weeks total	56.25 weeks	900 hours
Manicurist 400 Hours 22- hours/week, 18.5 weeks total	27.75 weeks	600 hours
Manicurist 400 Hours 16- hours/week, 25 weeks total	37.5 weeks	600 hours

Determination of Progress

Students who meet the minimum requirements for attendance and academics shall be considered making Satisfactory Academic Progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, if applicable, unless the student is on warning. Students will receive a copy of their Satisfactory Academic Progress report at the time of each evaluation. All progress reports will be maintained in the student's records and are available for review upon student request.

Warning (SAP)

Students who do not meet Satisfactory Academic Progress requirements will be placed in the status of Warning. Students on Financial Aid and Warning may continue to receive Title IV funding, if applicable, until the next scheduled evaluation. Students must meet the minimum requirements for attendance and academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

Re-Establishment of Progress

Students not meeting Satisfactory Academic Progress standards will be notified in writing of the actions required to attain the minimum requirements for attendance and academics by the next scheduled evaluation.

Interruptions, Leave of Absences, Course Completions and Withdraws

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 and maximum time frame 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.

Evaluation Results (SAP Reports)

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period, students will be notified of the results of their evaluation(s) either by email (electronically) or in person (paper).

Access to Satisfactory Academic Progress Reports

A hard copy of each Satisfactory Academic Progress evaluation is maintained in the student's file.

Veterans Funding and SAP

Students receiving Veterans funding may not be eligible for funding if they are not making SAP and are on Satisfactory Academic Progress warning, *if applicable*.

Transfer Students and SAP

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on scheduled contracted hours at the institution.

Policy for Scheduling and Grading Make-Up Work

A student's grade point average is determined by a combined average of all practical and written examinations. It is the student's responsibility to make up any missed work due to absence or low score for other reasons. The student shall contact the instructor in order to make arrangements to complete the assignments that were missed or retake exams. Student may retake low score exams up to 3 times and the highest score achieved will be the one that is awarded.

Make-Up Hours

If a student wishes to make up hours in an evening or morning class they are not scheduled or contracted for, they must contact the school director in advance for approval. Students should not rely on this as a means of make-up hours as it is often not granted due to staffing and other considerations.

Graduation Requirements

To graduate from Jama's Beauty & Barber College and receive a certificate of graduation from the school, students must have completed the requisite clock hours, have paid all tuition and fees in full, have performed the required number of written exams and practical operations required by the State of California for licensure. There is a final mock practical and final written test, a score of 75% or higher is required to graduate.

Requirements for Eligibility for Licensure

The Board of Barbering and Cosmetology requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered written and practical 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 to accompany the completed application. Students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam. Jama's Beauty & Barber College 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.
- **Cosmetology Program:** Completed 1600 hours in a Board approved school.
- **Barbering Program:** Completed 1500 hours in a Board approved school.
- **Esthetician Program:** Completed 600 hours in a Board approved school.
- **Manicurist Program:** Completed 400 hours in a Board approved school.

Uniform Policy

All students must wear black tee-shirts or black sweatshirts with the school's name imprinted on the required uniform tops purchased from the school. Black pants without an elastic ankle or cuff may be worn. Skirts must be knee length and legs must be covered with same colored hosiery. No head apparel such as hats, scarves, sunglasses, etc. is permitted. Black leather uniform shoes with rubber soles are recommended, (no open toe shoes, no high tops, no sandals, no open back shoes, no shoes higher than 1" to 1 1/2" heel. Students are required to keep uniforms neat and clean, and keep shoes polished, and hair/makeup appropriate for daytime wear. **Students may not cover school uniform emblem on their t-shirt or sweatshirt with jackets, sweaters or other outerwear, etc.** Students may wear a long sleeve t-shirt or turtleneck underneath his/her uniform shirt as long as it is the same color as the regulation uniform top, or white and has no visible writing. While in the school uniform, students are expected to look and act as a professional. This includes wearing the school uniform during the lunch break while on or off the premises of Jama's Beauty & Barber College. You are expected to look and conduct yourself as a professional, particularly in terms of personal hygiene and good grooming, attitude and personality. *Students who do not meet the uniform code may not be permitted to attend classes, therefore losing training hours for the day and thus receiving absent hours.*

Phone/Text Messaging

Under no circumstances are cell phones permitted to ring during school hours. Please keep phones off or on silent/vibrate mode. Students may check their messages and use their phone during lunchtime/night break and before or after school. Students should ask to be permitted to use their cell phone or check their messages for emergency reasons. Students may be asked to use their phones outside only. Students may not be permitted to use cell phones in the lobby, hallways, classrooms, clinic, or ladies' rooms or to leave the building to use their phone. Students may not be permitted to text message during class hours. Anyone who violates this policy may be sent home for the day, therefore losing training hours. In addition, students may not be permitted to receive or make phone calls from the business line except for emergency cases.

Harassment, Intimidation, Bullying Policy

Jama's Beauty & Barber College prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. "Harassment, intimidation, or bullying" means any gesture, written, verbal, or physical act, or electronic communication that takes place on school property or at any school sponsored function and that the act(s) will have the effect of harming a student or damaging the student's property, or placing the student in reasonable fear of harm to his/her person or damage his/her property; or has the effect of insulting or demeaning any student in such a way to cause substantial disruption with the orderly operation of the school. The policy will impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying. Students indulging in such behavior may be suspended and/or terminated from the program.

Conduct/Warning/Probation Policy

Students are required to conduct themselves in a mature and professional manner, giving the proper respect and courtesy to their classmates, clients and the staff of the school. Jama's Beauty & Barber College strives to have a **progressive Conduct Policy**, beginning with a verbal warning, followed by a written warning, probation then suspension after which a student may be terminated for not correcting violations. **Below may be deemed violations of the conduct/warning/probation policy:**

- Failure to comply with school uniform policy, text messaging policy, harassment, intimidation, bullying policy
- Failure to follow the directions of school staff
- Failure to participate in all classes, lectures, workshops and other learning activities assigned by their instructor. Students refusing to participate whether it is on a written assignment, a mannequin, a model, or a client *may* be dismissed for the day, therefore losing clock hours.
- Teasing, name calling or use of put – downs to other student and/or staff.
- Leaving campus early without notifying staff in advance
- Students receiving a clinic service at Jama's Beauty & Barber College must be supervised by an educator. Students that wish to use their own products must be approved by their instructor, prior to use., only school-provided products may be used without this advance approval. Failure to do such is subject to conduct policy.
- Students are required to have their kit and textbooks for all classes. Kit checks are performed at random intervals. **Students without their full kit may subject them to the conduct policy.** No borrowing of kits/textbooks is permitted. It is the responsibility of the student to replace lost or damaged kit parts. Classroom stations and work areas should be set up & kept clean and protected. Damages caused due to carelessness will result in replacement charges to the student or result in a conduct policy violation. **Before dismissal, all classrooms and work areas must be cleaned and sterilized. Students are required to participate in daily sanitation and sterilization assignments at the completion of each class.**
- Tools, products, and equipment owned by the school must be returned to your instructor by the end of the day.
- Chewing gum is prohibited on the student salon floor while servicing customers. Food and/or beverages are not permitted in the classrooms or student salon floor, unless for special occasions and must be approved in advance by an Instructor.
- Smoking is prohibited on the property of **Jama's Beauty & Barber College.**

- Students may not have personal visitors during school hours.
- Students may not receive incoming calls or make outgoing calls through the school's business office.
- Cell phone/text messaging usage is prohibited during class time. It is only permitted during break time.
- Lobby and reception areas are designed for clients and visitors. Students must be quiet in the hallways. Parking spaces in the parking garage are for staff and students. Students who do not get a space in the parking garage may park on the street. Do not park in reserved spots, handicapped spots (unless handicapped), fire lanes or other areas marked "no parking".
- Students are responsible for all of their kit belongings. All kits, books, and personal items should be taken home daily. The school is not responsible for lost or stolen items.

Dismissal Policies and Termination Policies

The following acts *may* result in **immediate termination** from Jama's Beauty & Barber College.

- Missing school for 14 sequential calendar days
- Intoxication
- Cheating, copying, or the offering or receiving of unauthorized assistance in examinations, tests, quizzes, or projects.
- Cheating on clock hours
- Cheating on number of assignments completed
- Stealing
- Use, possession, sale, or distribution of drugs/alcohol.
- Interference with any instructor or administrator in connection with carrying out their duties.
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects is prohibited.
- Activities that involve holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact.

Grievance Policy and Complaints

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

Jama's Beauty & Barber College

21515 Vanowen St. Ste. 100, Canoga Park, Ca. 91303

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days.

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.

Student Services and Counseling

This institution does provide student counseling designed to help students achieve their fullest personal development and make the best use of all of Jama's Beauty & Barber College educational resources. We offer guidance and advice beginning with your first admissions interview. The Faculty and Administrative staff will continue to be available for guidance throughout your enrollment at Jama's Beauty & Barber College. Various situations outside of school, such as transportation, your job, or childcare, may arise that could jeopardize your ability to complete your studies. Faculty and staff want to know about these situations so they can help you stay on track toward your goals. Office hours to meet with staff is posted in the administration office.

Career Development and Job Placement Resources

Jama's Beauty & Barber College assists students in their career development, such as in-school workshops on resume writing, interviewing skills and customer service skills as well as building a client base, retention and a job posting

board. We will also have Alumni Guest Speakers, keep a notebook binder of employers and/or managers of Salons and Spas who express an interest in interviewing our graduates for employment. **Jama's Beauty & Barber College cannot guarantee employment. Please note that in order to comply with various Federal, State, and Local oversight agencies, Jama's Beauty & Barber College is required to call employers that employ our graduates in order to verify placement.**

Job Placement

The Beauty Industry is a thriving industry that continues to grow throughout a recession, while other businesses are hit harder by a recession. The U.S. Bureau of Labor and Statistics*projects a 20% overall increase in employment for beauty professionals from 2008-2020, a much faster growth than the average for all occupations. This growth includes a 19% increase for cosmetologists, and a 12% increase for barbering professionals. Continued growth in the number of full-service spas will generate a 38% increase in job openings for Estheticians and other skin care specialists as well.

Career Opportunities in the Beauty Field

U.S. Department of Labor's Standard Occupational Classification Codes (CIP Codes)

<u>Cosmetology</u>	<u>Barbering</u>	<u>Esthetician</u>	<u>Manicurist</u>
Hair Stylist: 39-5012	Haircutting: 39-5011	Facial Specialist: 39-5094	Manicurist: 39-5092
Hair Colorist	Trimming	Make-up Artist: 39-5091	Pedicurist: 39-5092
Manicurist: 39-5092	Trimming Beards	Hair Removal: 39-6011	
Wig and Hair: 39-5012	Shaving		

Student Library

Our Resource Bookcase is referred to as our library and is comprised of learning resources that consist of Milady's Cosmetology, Barbering, Esthetician and Manicurist Textbooks, Hair Color & Technique Books, State Board mock or practice exams, books on Haircutting, Manicuring, Facials, Make-up Techniques, Hairstyles, etc. The library consist of current written and visual reference material to support the Educational programs offered. Videos, DVD's or CD's that contain lessons and demonstrations for students & staff's viewing that concern the Cosmetology, Barbering, Manicurist and Esthetician programs. The policies and procedures for supplying these items to students who did not receive classroom instruction or those who did will be based on a checkout system with Administration who will oversee the library material and keep record of what has been checked out, by whom and the date the material is due back to the library. Students and Staff will have access to all library materials during school hours. Students and Staff who wish to check out material overnight must get permission from Administration. All materials must be returned within 3 school days. Any material considered overdue or late by a student, their future privileges for checking out learning material may consist of a 4-hour time frame to be returned to the library.

The library will assist in additional and continuing education where the student and staff will benefit beyond the textbook and offers additional study outlet for students to learn the tools necessary to become a successful Cosmetologist, Barber, Esthetician or Manicurist. The Resource Bookcase is located in the Administration's office. The school makes available other material that students and staff can utilize of the programs to enhance the educational experience.

Online Cosmetology Resources Available to Our Students

-Web Sites

- **Salon Channel**

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

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

- **Beauty Site**

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

lots of tips and articles.

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

- **Beauty Tech**

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

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

- **BeautyLink**

News, experts' tips, answers to beauty questions.

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

- **Beautynet**

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

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

- **Behind the Chair**

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

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

- **Lipstick Page**

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

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

- **Milady**

A leading publisher of beauty education materials.

<http://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.htm>

- **National Cosmetology Association**

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

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

Student 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 can be found in the surrounding neighborhood and/or communities. Monthly rent for a one- bedroom apartment is estimated at \$1,600 a month. (www.apartmentguide.com)

Accreditation Status

Jama's Beauty & Barber College is *presently not* accredited, but has applied for Initial Accreditation with the National Accrediting Commission of Career Arts and Sciences (NACCAS). The National Accrediting Commission of Career Arts and Sciences (NACCAS's) located at 3015 Colvin Street, Alexandria, VA 22314 and can be reached at (703)600-7600.

Bankruptcy History

Jama's Beauty & Barber College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

Access to Student Records and Privacy Policy

Students are guaranteed the right to access and review their educational file. Students must submit a written request to review their file to the school's Director. The student will be granted supervised access to their records within 10

business days of the request. Students have the right to request that a school correct records, which they believe to be inaccurate or misleading. Any third-party request for information will require written authorization from the student.

Jama's Beauty & Barber College provides access to student records without written consent to its accrediting agency, the United States Department of Education, the Bureau for Private Postsecondary Education (BPPE), National Accrediting Commission of Career Arts and Sciences (NACCAS) the Department of Veterans Education Department or any other regulatory agency. The institution maintains a record of all release forms and requests for information. Jama's Beauty & Barber College protects the privacy of student education records in compliance with the Family Educational Rights and Privacy Act (FERPA).

Records Retention and Academic Transcripts

Records must remain onsite for 6 years and transcripts are **kept permanently** in compliance with California CEC 94900 and National Accrediting Commission of Career Arts and Sciences (NACCAS). Students who need a Proof of Training or a transcript of their training may contact the school office and request the form desired. **Transcripts are not provided to students who have ledger balances.** 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 or may 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.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Jama's Beauty & Barber College 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 is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Jama's Beauty & Barber College to determine if your certificate will transfer.

Faculty

The faculty at Jama's Beauty & Barber College is hired based on their expertise in their particular field of beauty and wellness. Our faculty members are highly skilled educators in hair, skin, and nail care. They are dedicated in providing you with the skill-set necessary for you to become a success while helping you to understand the importance of theory and practical training as you explore the many facets as a student of Cosmetology, Barbering, Esthetician and Manicurist.

Ownership: Jacqueline Williams Woody (Jama)

Jacqueline Williams Woody (Jama) is the co-owner and CEO of Jama's Beauty & Barber College; Alex Woody is co-owner. Jama is a graduate of the University of Michigan School of Business. She is a California licensed Cosmetologist, Instructor and owner of Jama's Hair Studio since 2007. During that time she has managed over 40 employees and provided on-going training in haircutting, thermal styling, chemical services, facials, makeup, waxing, manicures and pedicures.

Vanessa Medina

Vanessa was licensed as a Cosmetologist since 2003. She has been an Instructor for 14 years leading the Day and Evening Cosmetology program with advance techniques in Coloring and Haircutting as well as Milady's Theory. She is also trained as an Esthetician and Manicurist Instructor and State Board Procedures.

Cherice Patton

Cherice is a licensed Cosmetologist with years with over 25 years of experience. She has taught Theory, Practical and State Board Techniques.

Aundrea Taylor

Aundrea Taylor is a licensed Esthetician with over 13 years of experience working in Spas and Medi Spas. She loves giving her knowledge to students.

Dache Owens

Has over 15 years of Barbering Experience. She is a Creative Instructor who is passionate about her craft.

Enrae Green

Enrae is a licensed Barber and brings years of experience to the classroom.

Administration Staff**Deona Calalang**

Deona has over 17 years of operations management/accounting experience with great interpersonal and staff support skills.

Elinor Benhamo

Elinor has over 12 years of office management and accounting experience.



School Catalog and Pre-Enrollment Disclosures Acknowledgement

By signing this document student acknowledges that they have received a copy of the School Catalog and the following in electronic or print format *prior* to enrollment:

- **In School Catalog**

State Licensing Requirements

Satisfactory Academic Process Policy

Industry Prerequisites: I understand industry prerequisites for employment (included in catalog) in the profession including, but not limited to physically demanding postures, professional public demeanor and continuing education.

Course Outlines

- **On Web Page and Electronically**

Program Outcomes and Performance data for State of California and on web page jamabeautycollege.org

Program Outcomes and Performance data for NACCAS and on web page jamabeautycollege.org

- **Pre- Employment Disclosure In order to work in the Cosmetology and Barbering fields prospective students understand:**

You must be licensed in order to practice or give services to the general public in your field of interest.

As a professional in your field you must stay in compliance with regulatory agencies to understand what your responsibilities are to practice your craft.

You are in an industry that sometimes requires lots of bending, standing and sometimes being exposed to chemicals. Make sure to follow manufacturer's direction for use of chemicals and discarding of products. Wear masks, gloves, etc., for your protection as a provider and protect your client from injuries as well.

To become employed and stay employed you'll need to meet the requirements set forth by your employer.

- **California State Board of Barbering & Cosmetology Act & Regulations Booklet (Electronically)**

You have received an electronic copy of the Act & Regulations Booklet stated above.

Student Name (Print):

Date:

Student Name (Sign):

Parent or Guardian Signature, if applicable:

Date: