



*"Your Bridge To Your Future"*

**2022/2023**

# **SCHOOL CATALOG**

**VICTORVILLE- MAIN CAMPUS**  
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VICTORVILLE CA. 92395  
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**RANCHO CUCAMONGA CAMPUS**  
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RANCHO CUCAMONGA, CA 91730  
(909) 644-4004 • Fax (909) 644-40

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

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**Protection Policy Copyright**

Unauthorized distribution of copyrighted material may subject student to civil and criminal liabilities. Bridges Beauty College teaches classes in English. This catalog is written in English.

## President's Welcome Letter

**Dear Student,**

Welcome to **BRIDGES BEAUTY COLLEGE** and thank you for selecting us to assist you in obtaining your desired training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry.

At **BRIDGES BEAUTY COLLEGE**, we offer you the basic training needed to pass the Board of Barber and Cosmetology examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success.

It is a pleasure to have you join us at **BRIDGES BEAUTY COLLEGE**. My goal is to aid you in discovering your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

**Ms. Luz Avina**  
President/owner  
**Irma Silva**  
Owner/Director  
**Ivet Silva**  
Owner

Bridges Beauty College uses a common catalog with common ownership.

All information contained in this catalog are common to both institutions located in Victorville, California, and Rancho Cucamonga California. All state, subjects, programs, all policies, and disclosures apply to both institutions.

**ALL INSTITUTIONAL, STATE, ACCREDITING AGENCY AND FEDERAL AGENCY RULES AND REGULATIONS PUBLISHED IN THIS CATALOG MUST BE FOLLOWED BY ALL STUDENTS REGARDLESS OF THE FINANCIAL PROGRAM THEY ARE ENROLLED UNDER.**

**APPROVAL DISCLOSURE STATEMENT**

Bridges Beauty College. was granted institutional approval from the Bureau for Private Postsecondary Education 2535 Capitol Oak Drive, Suite 400 W. Sacramento, CA 95798-0810 pursuant to California Education Code Section 94915. The Bureau's approval to operate means that the institution and its operation comply with the minimum standards as set forth in California Private Postsecondary Education ACT of 2009. Institutional approval must be re-approved every three years and is subject to continuing review. Approved are the courses:

<b>COURSE</b>	<b>HOURS</b>	<b>D.O.T. #</b>	<b>CIP #</b>	<b>WEEKS</b>	<b>DEGREE</b>
<b>COSMETOLOGY</b>	<b>1600 CLOCK HRS</b>	<b>D.O.T. #332.271-010</b>	<b>CIP #12.0401</b>	<b>64</b>	<b>DIPLOMA</b>
<b>COSMETOLOGY</b>	<b>1200 CLOCK HRS</b>	<b>D.O.T. #332.271-010</b>	<b>CIP #12.0401</b>	<b>48</b>	<b>DIPLOMA</b>
<b>BARBER</b>	<b>1500 CLOCK HRS</b>	<b>D.O.T. #330.371-101</b>	<b>CIP #12.0402</b>	<b>60</b>	<b>DIPLOMA</b>
<b>BARBER</b>	<b>1000 CLOCK HRS</b>	<b>D.O.T. #330.371-101</b>	<b>CIP #12.0402</b>	<b>40</b>	<b>DIPLOMA</b>
<b>COSMETICIAN</b>	<b>600 CLOCK HRS</b>	<b>D.O.T. #330.371-0</b>	<b>CIP #12.0409</b>	<b>24</b>	<b>DIPLOMA</b>
<b>MANICURING / NAIL CARE</b>	<b>400 CLOCK HRS</b>	<b>S.O.T. #331.674-010</b>	<b>CIP, #12.0410</b>	<b>16</b>	<b>DIPLOMA</b>

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school Currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. This school currently does have Department of Veteran Affairs Administration and Department of Rehabilitation programs available to help students with tuition expenses.

The following programs, bureaus, departments or agencies which set minimum standards for our program of studies in accordance with Education Code Section 94316.12: BOARD OF BARBER AND COSMETOLOGY

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director– Ms. Irma Silva

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.

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

Unresolved complaints may be directed to either:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION    NACCAS**

**Physical:**

1747 N. Market Blvd. Ste.225  
 SACRAMENTO, CA 95834  
 (916) 574-8900 Fax (916)263-1897  
 P.O. Box 980818  
 W. Sacramento, CA 95798-0818  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

or:

3015 Colvin Street  
 Alexandria, VA 22314  
 (703) 600-7600  
[www.NACCAS.org](http://www.NACCAS.org)

BOARD OF BARBER AND COSMETOLOGY  
 P.O. Box 944226  
 SACRAMENTO CA 94244-2260  
 TEL.916-445-7061 FAX: 916-445-8893  
[WWW.barbercosmo.ca.gov](http://WWW.barbercosmo.ca.gov)

U.S. DEPARTMENT OF EDUCATION  
 50 UNITED NATIONS PLAZA ROOM 268  
 SAN FRANCISCO CA 94102  
 TEL. 415-556-4295 FAX 415-437-2826  
[www.ED.gov](http://www.ED.gov)

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 P.O. Box 980818 W. Sacramento, CA 95798-0818. Tel: 916-431-6959 or on the website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

**School is a private institution that has approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009.**

**All information in the contents of this school catalog is current and correct and is so certified as true by:**  
Ms. Irma Silva Owner/Director.

### **ACCREDITATION**

**Nationally accredited by the National Accrediting Commission of Carrier Arts & Sciences, Inc.;**

**THE NATIONAL ACCREDITING COMMISSION  
OF CAREER ARTS & SCIENCES  
3015 Colvin Street  
Alexandria, VA. 22314  
(703) 600-7600  
[WWW.NACCAS.Org](http://WWW.NACCAS.Org)**

The National Accrediting Commission of Career Arts & Sciences is recognized by the United States of Department of Education as a national accrediting agency for postsecondary schools and programs of Cosmetology arts and sciences, Electrology and Massage. As an accredited institution, qualified students may apply for and receive financial assistance for tuition and other cost. Note:

### **EDUCATIONAL OBJECTIVES/MISSION STATEMENT**

At BRIDGES BEAUTY COLLEGE, our educational objective and mission is to offer quality instruction that prepares the successful learner to acquire the knowledge and skills necessary to pass the licensing exam and to prepare graduates to seek and find employment in the beauty industry. Depending on the course chosen, our graduating students should be able to function effectively as salon technicians in one of many specialty areas such as Cosmetology, Barber, Manicuring/Nail Care/, or Cosmetician.

### **HISTORY AND DESCRIPTION OF FACILITIES-MAIN CAMPUS**

**BRIDGES BEAUTY COLLEGE.** (Victorville, CA) was founded in 1971 and acquired by Ms. Luz Avina, Irma Silva and Ivet Silva in 2002. Since 1971, Bridges Beauty College has established itself as a progressive and respected vocational training institution. Our facility is a spacious (11,287 sq. ft.) air-conditioned, one story building, which offers separate classrooms, modern equipment, a variety of professional supplies that enhances their “hands on” practice and product knowledge. We have on-campus administrative and financial aid offices.

**BRIDGES BEAUTY COLLEGE,** (Rancho Cucamonga, CA)  
Under the same ownership, our Rancho Cucamonga Campus was founded in 2014. Our facility is a spacious (5,250 sq. ft.) air-conditioned, one story building, which offers separate classrooms, modern equipment, a variety of professional supplies that enhances their “hands on” practice and product knowledge. We have on-campus administrative and financial aid offices.

### **LIBRARY AND LEARNING RESOURCES**

In addition to our pleasant laboratory environment, the school provides the student with lockers, individual work stations, manicuring / Nail Care tables, dryers, desk supplies and towels. A lunch/break room for the students also has a refrigerator, and 2 microwaves. Other educational and supportive features include: Video/DVD library (over 125 educational selections), a variety of current trade magazines, and a computer with web access for our learners. We also have a skin care room with dermal lights, steamer, and 5 large facial beds (when needed), The school has three restrooms and two water fountains. Students may access the library and other learning resources by asking their immediate instructor. Students also learn reception desk skills such as answering the telephone and operating the cash register, as a required part of their training, and to prepare them for this aspect of salon activity. Our objective is to help the student become “salon-ready”.

### **STUDENT TUITION RECOVERY FUND STATEMENT (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 resident program, and prepay all or part of your tuition.

Effective **April 1, 2022**, the Student Tuition Recovery Fund (STRF) assessment rate changed from zero (\$0.50) per one thousand dollars (\$1,000) of institutional charges to fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges. (5, CCR Section 76120).

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. CCR-76215 "(a)

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

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

- (1) The institution, 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 days 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 courts, 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 of 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 no collection, 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) years 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. CCR 76215(b)"

### **FOR HANDICAPPED STUDENTS**

Access for handicapped students to the institution's facilities is available at the college. This institution does offer programs for the handicapped student depending on the physical ability of the handicapped student.

### **STATEMENT OF NON-DISCRIMINATION**

**BRIDGES BEAUTY COLLEGE.** Does not discriminate based on race, color, religion, sex, handicap, financial status, age, ethnic origin area or residence in its admissions, instruction, or graduation policies.

## **FIRE SAFETY DISCLOSURE**

Bridges Beauty College conducts fire drills every three months. Fire extinguishers are serviced yearly or as needed. Our campus is equipped with fire sprinklers throughout the whole campus and are serviced yearly or as needed.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS EARNED AT OUR SCHOOL**

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

A student that has previously received financial aid and attended a Post-secondary institution before the enrollment at **Bridges Beauty College** is required to provide a Financial Aid Transcript from each of the institutions attended within the last six months before the enrollment at this institution. If a financial aid transcript is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid Transcripts are received by the school. **Bridges Beauty College** only accepts transfer students in the Cosmetology program with 900 hours or less, Barber program with 800 hours or less Manicuring/Nail Care with 100 hours or less and Cosmetician with 150 hours or less.

**Assessment of Transferred Hours and Experiential Learning:** Bridges Beauty College does not charge a fee for the assessment of prior hours or transfer of hours. Our institution does not award any credit for prior experiential learning. Any student with transferred hours must provide his/hers proof of training documentation from the prior institution attended. Satisfactory academic progress evaluations periods are based on actual contracted hours at the institution.

### **ADMISSION POLICY**

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin, nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that **EACH** student enrolling in the Cosmetology, Barber, Manicuring/Nail Care or Cosmetician programs must:

#### **Documentation provided to student prior to orientation:**

- Physical Demands of the (program enrolling) profession
- School Performance Fact Sheet
- Bridges Beauty College, (film/photographed), consent form
- Admissions Disclosure form (Financial Aid)
- School Catalog
- Satisfactory Academic Policy

#### **Bridges Beauty College admission policies require that each admitted student meet one of the following:**

**A.** Have a high school diploma, or its equivalent, a transcript showing high school completion, or a Certificate of attainment (only applicable for non-Title Recipients);

For students that have immigrated to the United States and have a High School Diploma from their country. The following steps will apply: 1). Have the High school Diploma translated into the English language, and 2), Confirm equivalency to a U. S high school diploma: this will be performed by an outside agency that is qualified to translate documents into English, and qualified to confirm the academic equivalence to a U.S. High School Diploma.

**B.** Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or

**C.** 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.



E. If enrolled under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.

**High School Diploma/GED**

A. GED

B. A certificate demonstrating that the student has passed a state authorized examination that the state Recognizes as the equivalent of a high school diploma;

C. An academic transcript of a student who has successfully completed at least a two - year program that is acceptable for full credit toward a bachelor’s degree; or

**Homeschooling**

Though homeschooled students are not considered to have a high school diploma or equivalent, they are eligible for admission into a NACCAS accredited school, if the school’s policy so states, and if their secondary school education was in a home school that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, she must obtain this credential in order to be eligible for enrollment.

**ABILITY TO BENEFIT:** If you do not have a high school diploma or its equivalent, please note that, as of July 1, 2012, Ability to Benefit students are no longer eligible for Title IV funding through the U.S. Department of Education unless the student was formerly admitted and enrolled in an Title IV eligible institution and is considered to be “grandfathered” under the criteria specified by the Department of Education. This means that a student must have enrolled and attended a Title IV eligible postsecondary institution prior to July 1, 2012 regardless of whether or not the student received Title IV funding.

In addition to the above the student need to provide the following for Admission at Bridges Beauty College:

- Provide valid (current) Identification, California ID, Military ID, and Social Security Card
- Be at least 17 year old, ( must be at least 17 years old to qualify for taking the State Licensing exam)
- Pass admission test, (Wonderlic IV Test, Published by Wonderlic), with a minimum score of 17 or higher.

**Proof of Age:** Proof of age may be documented by various means, including, but not limited to, birth certificate, driver; license, government-issue identification, birth registration, passport, etc.

**NOTICE OF AVAILABLE G.E.D. TRAINING**

If you do not already hold a high school diploma or GED certificate and have been admitted into our program of study under the institution's ability to benefit procedures, **Bridges Beauty College** wants you to know and encourages you to receive additional lifelong benefits from successfully completing the GED training and taking the GED exam. Special preparation for the G.E.D. is available locally through any of the local schools and/or community groups listed below.

The programs listed below, to the best of our knowledge, have proven to be successful in helping students pass the G.E.D. exam.

Entity Name	Victor Valley Union High School District
Street Address	16350 Mojave Drive Building
City, State and Zip	Victorville, CA 92395
Phone number	(760) 955-3201 Ext. 10271

Entity Name	Hesperia Unified School District
Street Address	16527 Lemon Street
City, State and Zip	Hesperia, CA 92345
Phone number	(760) 244-1771 Ext. 110

Entity Name	Victor Valley Community College
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Street Address	18422 Bear Valley Road
City, State and Zip	Victorville, CA 92395
Phone number	(760) 245-4271

Entity Name	Cucamonga School District
Street Address	8776 Archibald Ave.
City, State and Zip	Rancho Cucamonga, CA
Phone number	(909) 987-8942

Entity Name	Chaffey Adult School
Street Address	211 W 5th St
City, State and Zip	Ontario, CA 91762
Phone number	(909) 983-2010

## Admissions Procedures for Ability – To – Benefit Students

1. Definition of an Ability – To - Benefit Student - A student who is beyond the age of compulsory Education lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at an institution.

2. Admissions of Ability – To - Benefit Students - In order to be admitted on the basis of his or her ability to benefit, a student shall complete either:

**A.** prior to admission, complete a nationally recognized, standardized, or industry developed Test (see Part II, Implementation) that measures the applicant's aptitude to successfully complete the Program or course to which he or she has applied, or

**B.** For courses and/or programs of 600 hours or more, After enrollment, satisfactorily complete 6 credit hours or 225 clock hours, as applicable.

### Implementation

1. Tests - Tests used to determine a student's Ability – To - Benefit may be of three types: nationally recognized tests, standardized tests, or industry – developed tests.

2. Institutional Policy – NACCAS accredited institutions must develop, publish, and implement institutional policies that conform to NACCAS' Ability – To - Benefit Policy. A general statement of the school's Ability To - Benefit policy shall be published in the school catalog. If the institution does not admit Ability – To - Benefit Students, this should be stated Catalogs may incorporate paste-overs or inserts until the next required catalog republication.

3. Recordkeeping – Institutions shall develop and retain the necessary recordkeeping documents, including records of tests administered, passing scores, student scores, counseling records, name of administrator, and records pertaining to each student's enrollment. These documents shall be retained for a minimum of six years following the student' completion of the program, and shall be made available upon Request to NACCAS on-site examiner.

## VISA RELATED SERVICES

This Institution does not admit students with other countries; therefore, no Visa related services are offered.

## CREDIT EVALUATION / TRAFNER HOURS POLICY

Bridges Beauty College: will count transfer and accepted clock hours from another California institution towards the required hours of the same program at Bridges Beauty College. Bridges Beauty College will not count hours from one program at another California institution towards the required hours of a different program at Bridges Beauty College.

Applicants with previous hours from another California Cosmetology school, who wish to enroll at Bridges Beauty College, must submit a written request during the Admission process along with a Proof of Training and Records of Withdrawal from the previous California School. Prospective students with a maximum of 900 hours in Cosmetology program, maximum of 800 hours in Barber program, maximum of 100 hours in Manicuring/Nail Care program, of maximum of 200 hours in Cosmetician program will be considered for enrollment at Bridges Beauty College programs. If an applicant is transferring from another state or from another country, they must first contact California's Board of Barber and Cosmetology and apply for approval of their hours from their previous school. The documents required for this process can be found on the following website [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov). The California Board of Barber and Cosmetology will then issue a letter indicating the credit it has approved for the hours taken at the previous school along with any other requirements. Bridges Beauty College will then make a final decision based on the information in the California Board of Barber and Cosmetology letter.

**Failure to provide the required documentation of previous training in either circumstance prior to enrollment will result in not been able to apply those hours to your enrollment at Bridges Beauty College.**

**Department of Veteran Affairs Information:**

**Department of Veteran Affairs Information:** All Previous education and training will be evaluated prior to enrollment. Credit will be awarded where appropriate with the program being shortened accordingly. The student and Department of Veteran Affairs Administration will be promptly notified.

### **RE-ENTRY POLICY**

All students who withdraw may re-enter into the program without the loss of State Program credit hours, provided it is within 5 years from the date of their withdrawal (an institutional policy). All records of the student are stored for Six (6) years only and it is the responsibility of the student to maintain all documents received from the institution. Re-enrollment for withdrawn students is 6 months after last day of attendance. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.

### **BANKRUPTCY STATEMENT**

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

### **COURSES OF STUDY**

**Educational Goals:** The Cosmetology, Barber, Manicuring/Nail Care, and Cosmetician courses are designed to prepare students for the state licensing examination and for profitable employment in the field of:

The course of study for students enrolled in a **Cosmetology course** shall consist of sixteen hundred (1,600) clock hours of technical instructional and practical operations covering all practices constituting the art of Cosmetology.

The course of study for students enrolled in a **Manicuring / Nail Care course** shall consist of four hundred (400) clock hours of technical instructional and practical operations covering all practices constituting the art of Manicuring/Nail Care.

The course of study for students enrolled in a **Cosmetician course** shall consist of six hundred (600) clock hours of technical instructional and practical operations covering all practices constituting the art of Cosmetician.

The course of study for students enrolled in a **Barber** course shall consist of Fifteen hundred (1500) clock hours of technical instructional and practical operations covering all practices constituting the art of Barber.

### **FRESHMAN CLASS-ENROLLMENT**

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. **SEE CURRICULUMS STARTING ON PAGE 55.** The freshman class introduces basic fundamentals designed to prepare students for licensure and entry positions in a salon or other field related employment. The hours spent in the freshman class are as follows: **Cosmetology 320 hrs., Barber 300 hrs., and Cosmetician 120 hrs. and Manicuring/Nail Care 80 hrs.** BRIDGES BEAUTY COLLEGE considers the freshman classes to be the foundation for your future success in the beauty industry.

## TEXTBOOKS EQUIPMENT & SUPPLIES

**Necessary equipment** will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the freshman classroom. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment if lost or stolen. Students must learn to be responsible for the tools of their trade.

**Equipment and Materials Used for Instruction are as followed:** Overhead projector, Pivot Point visual aids, over 100 CDs and videos for Cosmetology, Barber, Manicuring/Nail Care, and Cosmetician courses and all the Pivot Point books; Color Design, Long Hair Design, Short Hair Design, Women's Hair Sculpture, Men's Hair Sculpture, and Chemical Texture Design. Mannequins are used where applicable and are provided in the Cosmetology, Barber and manicuring/ Nail Care kits.

### CURRENT TEXTBOOKS:

Pivot Point International

Pivot Point International

**Salon Fundamental, 8<sup>th</sup> Edition**

#### Cosmetology

12 Softcover Textbooks 2021	(ISBN- 978-1940593-51-7 )	List Price \$136.00
Student Workbook / Study Guide 2021	(ISBN-: ) 978-1-940593-52-4)	List Price \$64.00

\*Kit actual price is less than listed prices as kit is a discounted bundle. Listed prices are for books sold individually.

#### **Milady Standard Esthetics: Fundamentals, 12th Edition**

Hardcover Textbook 2020	(ISBN-13: 978-1-337-09-502-0)	List Price \$160.00
Student Workbook 2020	(ISBN-13:978-1-337-09504-4)	List Price \$89.00
Standard Foundations 2020	(ISBN-13:978=1-337-09525-9)	List Price \$56.00

#### **Milady Standard Nail Technology, 8th Edition**

Hard cover Textbook 2020	(ISBN-13: 978-1337-78655-3)	List Price \$150.00
Milady Student Workbook 2020	(ISBN-13: 978-1-337-78656-0)	List Price \$85.00
Milady Standard Foundation 2020	(ISBN-13: 978-1-337-09525-9)	List Price \$60.00

#### **Milady Standard Professional Barber, 6th Edition**

Hardcover Textbook 2017	(ISBN-13: 978-1-305-10055-8)	List Price \$152.00
Student Workbook 2017	(ISBN-13:978-1-305-10066-4)	List Price \$73.00
Exam Review Book 2017	(ISBN-13:978-1-305-10067-1)	List Price \$51.00

**Department of Veteran Affairs Information:** All Previous education and training will be evaluated prior to enrollment. Credit will be awarded where appropriate with the program being shortened accordingly. The student and Department of Veteran Affairs Administration will be promptly notified.

**Other Elements -** Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

**Conditional Elements:** As state on page one (After the on time graduation Date); the student will be responsible for additional tuition needed to complete the course by hour or per week. There will be no Financial Aid available for his period. You are responsible for the total amount of charges stated on page one of these enrollment agreements.

## CALENDAR/HOLIDAYS

The college is closed on Sundays, and the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. A 'special' holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed. The college offers the opportunity to catch up on hours on select Saturdays.

## CLASS SCHEDULES

All classes begin on a Monday. Cosmetology and Barber classes begin every two weeks and the Manicuring/Nail Care classes begin on every ten weeks. Cosmetician: as required - (Cosmetician class must have 4 students to start). Please check with the admission department for class scheduling of this course.

COSMETOLOGY	1600 HOURS	Monday through Friday 8:00 AM to 1:30 PM
COSMETOLOGY	1200 HOURS	Monday through Friday 8:00 AM to 1:30 PM
BARBER	1500 HOURS	Monday through Friday 2 PM to 7:00 Pm
BARBER	1000 HOURS	Monday through Friday 2 PM to 7:00 Pm
COSMETICIAN	600 HOURS	Monday through Friday 9:00 AM to 2 PM
MANICURING /NAIL CARE	400 HOURS	Monday through Friday 9:00 AM to 2:00 PM

## ORIENTATION CLASS

Orientation classes for students are held every other week on Wednesday 1:00 p.m. until 2:00 p.m. prior to any new class starting. All new students, transfers and re-enrollment students are required to attend prior to admission.

## DRUG ABUSE PREVENTION PROGRAM

The college makes the following information available to its students, staff, and instructors. Any individual associated with **BRIDGES BEAUTY COLLEGE**, who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency below.

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy. To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program. This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

**Director of Grants and Services  
United States Department of Education  
400 Maryland Avenue SW.  
Room 3124, GSA Regional Office Bldg. #3  
Washington, DC 20202-4571**

The report must be made within 10 days after the conviction. In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Entity Name	St. John Of God Health Care Services
Street Address	15534 6th Street
City, State and Zip	Victorville, CA 92395
Phone number	(760)-952-9192

Entity Name	Valley Improvement Program
Street Address	8540 Archibald Avenue
City, State and Zip	Rancho Cucamonga, CA
Phone number	((909) 987-4036

Entity Name	San Bernardino County of Dept. Behavior & Health
Street Address	12625 Hesperia Road
City, State and Zip	Victorville, CA 92395
Phone number	(760) 955-1777

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

### **ADMINISTRATION BUSINESS HOURS**

Applicants for Admissions may secure information on Monday through Friday between 8:30am- 4:00pm. Person to contact: **Ms. Irma Silva, Admissions** (760) 245-2522

### **PLACEMENT/ EMPLOYMENT ASSISTANCE**

THIS SCHOOL DOES NOT GUARANTEE PLACEMENT. HOWEVER, LIMITED JOB PLACEMENT ASSISTANCE BY PROVIDING REFERRALS TO GRADUATES IS AVAILABLE.

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. Our placement coordinator will assist students in placements as often as needed; however, the school does not guarantee placement to any student. Call administration office to make an appointment or to make placement inquiries.

Person to contact: Eugenia Alvarez (760-246-2522) Call to make placement inquiries

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

This Satisfactory Academic Progress Policy is consistently and applies to all enrolled in a NACCAS-approved program... Satisfactory Academic Progress Policy is provided to students during admission process, (prior to enrollment). SAP policy applies consistently to all students enrolled in a specific program and scheduled for a particular category of attendance, (par-time/full-time). Bridges Beauty College SAP will include both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study. Institution may evaluate cumulative qualitative (theory and practical) element separately as long as each meet the required threshold.

<b>Quantitative Components</b>	(Attendance) – Requires that the students must maintain a minimum cumulative attendance of 67%.
<b>Qualitative Components</b>	(Grades / Academic Performance) – Academic Performance measures by a reasonable system of grades and/or course projects. The minimum acceptable level of progress requires at least 75% cumulative grade average or project completion rate, or a letter grade of a C.

### **ACADEMIC PROGRESS EVALUATIONS**

The quantitative (attendance) and qualitative (academic performance) element are evaluated on a cumulative basis as designated by the evaluation period throughout the course or program of study. Institution may evaluate cumulative qualitative (theory and practical) element separately as long as they each meet the required threshold. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Qualitative factors will be evaluated to determine academic performance using a reasonable system of grades and or work projects completed and comparable factors measurable against a norm.

If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**ACADEMIC - GRADING SCALE FOR PRACTICAL WORK**

A grading scale will include a minimum actable level of progress requiring at least the equivalent of 75% cumulative grade average or project completion rate or a letter grade of C, or have an academic, whichever I greater.

GRADING	LETTER GRADE	DESCRIPTION	GRADE POINT
100% - 95%	A	Excellent	4.00
94% - 85%	B	Very Good	3.00
84% - 75%	C	Satisfactory	2.00
74% - 65%	D	Un-Satisfactory	1.00
64% - 0%	F	Fail	0.00

Bridges Beauty College measures pace of clock hour’s progress at the point when the student’s scheduled clock hours for the (payment) period have elapsed, regardless of when the student attended them. SAP evaluation points are also payment periods for those students receiving aid from Title IV aid programs. Evaluation points occur based on the program the student is enrolled in, and when the student (as per contract) is scheduled to complete the hours shown below. Students are evaluated for Satisfactory Academic Progress as follows:

**EVALUATION PERIODS:**

Cosmetology	450 HRS	900 HRS	1250 HRS	1600 HRS
Barber	450 HRS	900 HRS	1200 HRS	1500 HRS
Cosmetician	300 HRS,	600 HRS.		
Manicuring/ Nail Care	200 HRS.	400 HRS.		

Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

ALL EVALUATIONS MUST BE COMPLETED WITHIN 7 BUSINESS DAY FOLLOWING ESTABLISHED EVALUATION POINTS PERIODS. All students receive a complete copy of the satisfactory academic progress evaluation results after they sign the evaluation.

**Department of Veteran Affairs:** SAP Catalog Addendum is given to each Veteran Affairs Student. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. For example: 350 (accrued hours) divided by 450 (scheduled hours) = 78%. 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 allowed.

**MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

**Maximum time allowed:**

<b>COURSE</b>	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
<b>COSMETOLOGY</b> (Full time, 25hrs /weeks, 1600 hours)	64	2400
<b>COSMETOLOGY</b> (Full time, 25hrs /weeks, 1200 hours)	48	1800
<b>BARBER</b> (Full time, 25 hours /weeks 1500 hours)	60	2250
<b>BARBER</b> (Full time, 25 hours /weeks 1000 hours)	40	1500
<b>COSMETICIAN</b> (Full time 25 hours /weeks 600 hours)	24	900
<b>MANICURING/NAIL CARE</b> (Full-time 25 hours /weeks 400 hours)	16	600

**Maximum time allowed:**

<b>COURSE</b>	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
<b>COSMETOLOGY</b> (Par-time, 12.5hrs /weeks, 1600 hours)	128	2400
<b>COSMETOLOGY</b> (Par-time, 12.5hrs /weeks, 1200 hours)	96	1800
<b>BARBER</b> (Part- time, 12.5 hours /weeks 1500 hours)	120	2250
<b>BARBER</b> (Part- time, 12.5 hours /weeks 1000 hours)	80	1500
<b>COSMETICIAN</b> (Part-time 12.5 hours /weeks 600 hours)	48	900
<b>MANICURING/NAIL CARE</b> (Part-time 12.5 hours /weeks 400 hours)	32	600

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

**Exceed the Maximum Time Frame allowed Policy:**

Once a student reaches their maximum time frame or it is mathematically impossible for them to complete their program within their maximum time frame, they are no longer eligible for federal financial aid. The student may continue to attend Bridges Beauty College but must fund their education without federal financial aid.

**LEAVE OF ABSENCE POLICY**

The following leave of absence rules apply to all enrolled students.

\*The following leave of absence rules apply to all enrolled students.



If a student's enrollment is temporary interrupted due to a Leave of Absence, the hours elapsed during the Leave of absence will be extending the student's contract period and maximum time frame by the same number of days taken by the leave of absence.

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA requires that the student must follow the institution's policy in requesting an LOA. The student must be requested LOA in advance by writing and must be approved by the school administration. The written request must include the reason for the LOA and the **start** and end date of the leave of absence; this request needs to be sign by the student unless the student experienced any unforeseen circumstances. Leaves of Absence may be granted for up to 180 days. A student granted a LOA in accordance with the institution's policy is not considered to have withdrawn and that no refund calculation is required at that time. The student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 days in any 12-month period. The Institution will document the reason for its decision to approve the LOA. Students will not be assessed additional tuition charges while on their Leave of absence and the student's enrollment agreement will be extending for the same day as the leave of absence taken. Before the start of the leave of absence, students **returning** from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the academic progress status they held. The student will be withdrawn if the students take an unapproved LOA or do not return by the expiration of an approved LOA. The student's withdrawal date for the purpose of calculation a refund will be the student's last day of attendance, or the day the student notifies the school that he/she will not be returning. Students must be reasonably certain of their intent to return. Once the student returns from an approved leave of absence the institution will extend the students maximum time frame and the contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties and an addendum must be signed and dated by all parties. The student will be given a copy of the leave of absence request and return date, and the contract addendum. The institution may grant a LOA to a student that did not provide the request prior to the LOA due to unforeseen circumstances. In this situation the **start** date of the approved LOA would be the first date the student was unable to attend the institution due to the unexpected circumstances. The institution will collect the request from the student later and will have the student sign the LOA form.

**Evaluation Periods for All Programs** – Measured in clock hours: With academic year of 900 hours completed in 30 academic weeks.

- a) Program #1 Barber (1500 hours)
  - 1<sup>st</sup> SAP evaluation period 450 Clock hours and 15 weeks
  - 2<sup>nd</sup> SAP evaluation period 900 Clock hours and 30weeks
  - 3<sup>rd</sup> SAP evaluation period 1200 Clock hours and 40 weeks
  - 4<sup>th</sup> SAP evaluation period 1500 Clock hours and 50 weeks
- b) Program #2 Cosmetology (1600 hours)
  - 1<sup>st</sup> SAP evaluation period 450 Clock hours and 15 weeks
  - 2<sup>nd</sup> SAP evaluation period 900 Clock hours and 30 weeks
  - 3<sup>rd</sup> SAP evaluation period 1250Clock hours and 45 weeks
  - 4<sup>th</sup> SAP evaluation period 1600 Clock hours and 60 weeks
- c) Program #3 Cosmetician (600 hours)
  - 1<sup>st</sup> SAP evaluation period 300 Clock hours and 10 weeks
  - 2<sup>nd</sup> SAP evaluation period 900 Clock hours and 20weeks
- d) Program #4 Manicuring / Nail Care (400 hours)
  - 1<sup>st</sup> SAP evaluation period 200 Clock hours and 6 weeks
  - 2<sup>nd</sup> SAP evaluation period 400 Clock hours and 12weeks

Establish evaluation periods (which may coincide with payment periods established with the US Department of Education for purpose of Title IV funding.

For course or programs with a total length that is one academic year or less, the course or program is divided into two equal evaluation periods wherein the first evaluation period is the period in which the student

successfully completed both (1) half of the clock hours or competencies and (2) half of the academic weeks while the second evaluation period is the period in which the student completed the course or program and: For courses or programs with a total length that exceeds one academic year, each full academic year is divided into two equal evaluation periods in accordance with subsection (a) above and the remainder of the course or program is either: . Treated as a single evaluation period if the remainder is less than or equal to half of an academic year; or

ii. Divided into two equal evaluation period wherein the first evaluation period is the period in which the student successfully completed both (1) half of the clock hours or competencies and (2) half of the academic weeks while the second evaluation period is the period in which he student completes the course of program.

The institution shall evaluate students' (academic and attendance) Satisfactory Academic Progress at the conclusion of each evaluation period. (The institution may elect to omit evaluations at the conclusion of the last evaluation period within a course or program. All evaluation must be completed within seven (7) school business days following the established evaluation periods.)

The student's first evaluation will occur no later than mid-point of the academic year or course program whichever comes sooner. Evaluation periods are based on scheduled hours – The number of hours a student is projected to complete by a specific time frame.

#### **DETERMINATION OF SATISFACTORY ACADEMIC PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

#### **WARNING**

The institution may allow for an initial status of satisfactory academic progress warning for student who is not considered meeting minimum standards for satisfactory academic progress. (The institution may elect to place the student on satisfactory academic progress probation without first placing the student on warning. If at the end of a payment period the student fails to maintain a passing grade point average of failed to successfully complete the clock hours required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, as published, the student would be placed in a Financial Aid Warning SAP status. The student will be eligible for financial aid funds for one subsequent payment period.

#### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

#### **PROBATION STATUS**

The institution may allow for the status probation for students who are not considered meeting minimum standards for satisfactory academic progress if:

The institution evaluates the students' progress and determines that the student is not make satisfactory academic progress during the warning or previous evaluation period; and

The student prevails upon appeal of a negative progress determination prior to being placed on probation; and

The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or the institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institutions satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

Students who fail to meet minimum requirements or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet Satisfactory Academic Progress Policy by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the next evaluation period. Students who are progressing according to their specific academic plan will be considered making academic progress. The student will be advised in writing of the

actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the academic attendance requirements required for satisfactory academic progress or by the academic plan he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV Funds.

**APPEAL PROCEDURES:**

The institution may allow a student to appeal a satisfactory academic progress determination. If the institution permits a student to appeal a satisfactory academic progress determination the policy must describe:

**How the student may re-establish eligibility for financial aid, if applicable;**

The reason for which a student may appeal such as the death of a relative, an injury or illness of the student or other allowable special circumstances. The student, who wishes to appeal the non-satisfactory progress status, (do to the death of a relative, injury or illness of the student or other special circumstances), must initiate the process by submitting a written request to the director of education of the institution. The student must provide the following documentation explaining why they failed to make satisfactory academic progress and what has changed in their situation that will allow the achievement of the next satisfactory academic progress at the next evaluation period. The request is to be presented within (10) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes affected his/her performance and deserve special consideration and the measures that the student has taken to resolve those circumstances in a manner that would not interfere his/her progress again. The director of education shall evaluate the appeal within five (5) business days and notify the student in writing of his/her decision and a copy of the document will be placed in the student's file. If the appeal is approved, the payment period originally placed under eligibility status would be modified to a financial aid probation status. The student will be eligible for aid for the period under financial aid probation. During the appeal process the institution will determine if the student will be able to meet their subsequent evaluation by the next evaluation period. An individual academic plan is given to student to make sure they will make the institutions satisfactory academic progress requirement. This plan will ensure the student will be able to meet the requirements by the point within the maximum time frame. If at the end of the payment period under probation status, the student fails to meet minimum academic requirements or fails to successfully complete the cumulative number of hours (clock) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible for financial aid funds status. Once the appeal is denied no further action can be taken. The student will be provided with a copy of the results of the appeal and the student's file will be properly documents. A copy of the final result of the appeal documentation will be placed in the students file.

If the student does not achieve the minimum standards they will no longer be eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon an appeal of the determination that has resulted in e status probation. The institution will notify the student of all evaluation results.

If at the end of a payment period following the period under financial aid warning status, the student fails to make the grade or fails to successfully complete the cumulative number of hours that would allow the student to complete the course of study within the time frame as published, the student will be placed in an ineligible status for financial aid funds. At this point the student will be informed by the institution of his/her ineligibility for future financial aid funds. The student will also be informed of the steps to take to initiate an appeal process.

The student will be advised in writing on the action required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both attendance and academic requirements, he/she will be placed on probation and deem ineligible status for financial aid.

**INTERRUPTIONS OF SATISFACTORY ACADEMIC PROGRESS:**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend to 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.

**RE-ENTERING:** Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

### **COURSE INCOMPLETE, REPETITIONS**

Course incompletes, repetitions, and non-credit remedial courses have no effect upon the institution's satisfactory academic progress standard if the institution has no such items or policies.

**TRANSFER HOURS:** With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

### **Student Access to Satisfactory Academic Progress Evaluation Results:**

All students will receive a hard copy of their Satisfactory Academic Progress determination at the time of each Evaluation.

### **Evaluation Period for All Programs – Measured in clock hours:**

Evaluation Periods for students who are attending the **Cosmetology** program, the student will be evaluated for both academics and attendance when the student is scheduled to complete the clock hours for that payment period, (450 hours, 900 hours, 1250 hours, 1600 hours). The student must also complete at least 13 weeks at 450 hours, 26 weeks at 900 hours, 36 weeks at 1250 hours, and 46 weeks at 1600 hours, to have completed a payment period.

Evaluation Periods for students who are attending the **Barber** program, the student will be evaluated for both academics and attendance when the student is scheduled to complete the clock hours for that payment period, (450 hours, 900 hours, 1200 hours, and 1500 hours). The student must also complete at least 13 weeks at 450 hours, 26 weeks at 900 hours, and 35 weeks at 1200 hours, and 44 weeks at 1500 hours to have completed a payment period.

Evaluation Periods for Students attending the **Cosmetician** programs are evaluated for both academics and attendance when the student is scheduled to complete the clock hours for that payment period, (300 hours and 600 hours). The student must also complete at least 9 weeks at 300 hours and 18 weeks at 600 hours to have completed the payment period.

Evaluation Periods for students attending the **Manicuring/Nail Care** course are evaluated for both academics and attendance when the student is scheduled to complete the clock hours for that payment period, (200 hours and 400 hours). The student must also complete at least 6 weeks and 200 hours and 12 weeks and 400 hours to have completed the payment period.

The student's first evaluation will occur no later than mid-point of the academic year or course program whichever comes sooner.

Evaluation periods are based on scheduled hours – The number of hours a student is projected to complete by a specific time frame.

### **Student Access to Satisfactory Academic Progress Evaluation Results:**

All students will receive a hard copy of their Satisfactory Academic Progress determination at the time of each Evaluation.

### **DISMISSAL POLICY;**

- 1, Any student, under the influence of alcohol or drugs, or possessing any kind of weapon (Guns, Knives ETC.) will be grounds for dismissal.
2. Any student, regardless of the average level of attendance, who has more than 14 consecutive days of unexcused absences, will be withdrawn from school. This standard shall apply to all students, unless student is on an approved leave of absence. Students who expect to be absent, for over 14 days, are encouraged to request a leave of absence. (see policy below).

3. Students are also required to adhere to the school's rules of conduct and policies printed in the catalog.

4. VA educational benefits will be discontinued once the veteran student ceases to make satisfactory progress. VA department will be notified immediately.

**Termination by Institution:** If the student is terminated by the institution the applicable administrative fees will not exceed \$75.00.

### **TARDINESS / Excused / Unexcused Absences**

Tardiness produces a disruption to a good learning environment and is discouraged. Future employers will not tolerate absences and Bridges Beauty College strives to prepare students for a successful career in which attendance is a critical component. Additionally, if a student is excessively absent or late, he/she will not be able to master the course content and develop the knowledge and skills to succeed in a beauty career. The course is measured by actual clocked hours and excused and unexcused absences have a negative effect on the student. Students are to be in class at the scheduled time. Morning students who cannot make it to school by 8:07am will be admitted in the theory class until 9am. Evening students, who cannot make it to school by 3:07pm, will be admitted in the theory class until 4pm.

### **CLASS CUTS**

The only way one can gain from the time and money spent in training is to participate on a regular basis, therefore, a class cut shall be considered equal to an absence. All practical applications and theory hour requirements must be completed.

### **MAKE UP WORK**

Students are required to make-up lessons, and exams missed due to absenteeism. However, the makeup work by the Student will not provide credit for hours or operations if not physically performed within the school premises.

## **GRADUATION AWARDS (DIPLOMA)**

Student's requirements are to complete the required clock hours in their program of study which include theory hours and practical operations as mandated by the California State Board of Barbering and Cosmetology. To be awarded a school diploma the student is required to maintain attendance of at least 67% and Academic grade of a "C" (75%) or better, complete their theory workbook, and prepare a functional resume with cover letter, and pass a final written and practical test with a 75% or better.

## **CAREER COUNSELING AND PERSONAL ATTENTION**

Students are counseled (individually) as needed, upon request, and at regularly scheduled evaluation periods. Student counseling includes, career guidance, resume creation, progress in school, and addresses other personal problems that may be affecting the learner's success in school. In addition to individual career counseling, the instructional staff will invite successful salon owners and stylists into the classroom to give demonstrations and discuss career goals and opportunities with our students. Students are given personal attention and assistance at every stage of training from the first day of enrollment and up to graduation day. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student's progress. Remedial assignments are made when required. Particular attention is given to preparation for the state's licensing examination.

## **FRESHMEN ROOM LOCKER FEE**

While in the freshmen room, a locker key deposit of \$5.00 will be charged if a locker will be used. The full \$5.00 will be refunded to the student at the end of their freshman training when the key is returned in useable condition.

### **TIME CARDS**

***\*Board of Barber & Cosmetology Policy\****

State board recognizes the use of a time clock to validate attendance in a Cosmetology/Barber school. Students are issued weekly time cards and are required to "clock" in upon their arrival, out and in for lunch, and out at the end of the day. In addition, the school allows for two (2) scheduled "breaks" at 9:00am and 2:00pm. To avoid being counted as tardy, and in an effort to prevent the disruption caused by late arrivals during morning theory classes, students must "clock" in no later than 8:07am. The time clock is closed at the start of morning theory, and reopened when the

class has concluded. Students arriving late will be permitted to “clock” in at 9:00am when the laboratory opens for patrons. While receiving clock hour credit for attendance, students must be actively engaged in the practice of Cosmetology/Barber. “Applied Effort” must be appropriate for the number of clock hours the student had attended (See Time Card Credit below). Students who fail to apply themselves while receiving hourly credit will be asked “clock” out for the rest of day and go home.

The main purpose of the weekly timecard is for students to record and validate the number of theory and operations they earn each day, and which is mandated by the State of California.

## TIMECARD CREDIT

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

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting **THEORY** (hours), is credit earned for classroom lessons, viewing educational materials (DVDs), completing work-book chapters, watching teacher demonstrations etc.
3. The portion of the timecard concerning **OPERATIONS** is the “applied effort” of the student as they practice their “hands on” services.
4. Some practical operations may take longer to perform depending on the level of the student. Note the following time frame the Board gives for each operation: Shampoo/set = 1½ hours, Scalp Treatment = ½ to 1 hour, Permanent Wave = 2 to 2½ hours, Facial = 1½ to 2 hours, Manicuring/Nail Care = ½ hour and Hair cut = ½ to 1 hour. Using this scale, the Board would understandably not consider a student capable of performing more than three permanent waves per day.

## DISCLOSURE AND RETENTION OF STUDENT RECORDS

Students and parents or guardians of dependent minor students, have the right to inspect, review, and challenge information contained in the institution’s student records. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within 45 days of the request. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that is maintained by the institution. The Institutions shall develop and retain the necessary recordkeeping documents, including records of tests administered, passing scores, student scores, counseling records, name of administrator, and records pertaining to each student’s enrollment. These documents shall be retained for a minimum of six years following the student’ completion of the program, and shall be made available upon Request to NACCAS on-site examiner. Student transcripts shall be maintained permanently. The students are not entitled to inspect the financial records of their parents. Written authorization (consent) is required, **each time**, from the student and/or parent / guardian (when applicable), before educational records may be disclosed to any third party request of information with the exception of accrediting commission or governmental agencies so authorized by law.

## All POLICIES

All policies are stated in a clear language (English) which can be easily understood by the student. All policies comply with all mandated policy.

## FEDERAL DISCLOSURE REQUIREMENTS

To help you make a good decision about whether to sign up, our institution wants you to know that, according to its latest information:

**Disclosure date: 07-01-2019**

**Data for cohort year ending: 8/31/16**

<b>Student Right-to-Know Rates:</b>		<b>Men</b>	<b>Women</b>	<b>Total</b>	<b>Rates</b>
1a	Initial cohort	7	36	43	0
1c	Allowable exclusions	0	0	0	0
1e	Final cohort	7	36	43	0
2a	Completers	4	19	23	53.49%
3a	Transfer-out students	0	0	0	44
	4 Completion or graduation rate	57	53	0	53.49 %
5	Transfer-out rate	0	0	0	0%
6	Retention rate based on IPEDS Fall Enrollment Report				83.33%

Ethnicity	Pell Recipients		Subsidized loan recipients without Pell		Neither of the aid programs	
	Male	Female	Male	Female	Male	Female
Non Resident Alien	0	0	0	0	0	0
Hispanic/Latino	1	4			2	3
American Indian or Alaska Native	0	0	0	0	0	0
Asian	0	0	0	0	0	1
Black or African American	0	1	0	0	1	2
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	0	3	0	3	0	6
Two or More Races	0	0	0	0	0	0
Race and Ethnicity Unknown	0	0	0	0	0	0

**NACCAS ANNUAL REPORT:**

2019 Data

Below is the combined data for all programs for the most current reporting year:

Graduation Rate 57.89%

Placement Rate 65.96%

Licensure Rate 77%

**THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

## Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students and parents or guardians of dependent minor's certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Bridges Beauty College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the Record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent (each **time**) before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the **Bridges Beauty College** in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or

contractor outside of the [School] who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for **Bridges Beauty College**.

[Optional] Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202**

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that postsecondary institutions may make without consent. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-

- To other school officials, including teachers, within Bridges Beauty College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J)- (a)(1)(i)(B)(2) are met. (§99.31(a)(1)) the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State

postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)the information is necessary to determine eligibility

for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations \ conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.

(§99.31(a)(10))

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegations made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))



## **FINANCIAL AID—CONSUMER INFORMATION**

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the college.

A list of these programs includes:

**Federal PELL Grant: Does not require repayment (FPELL)\*\*\***

**Federal Supplemental Education Opportunity Grant: Does not require repayment (FSEOG) \*\*\***

**Federal Direct Stafford Loans - Subsidized: Must be repaid\*\*\***

**Federal Direct Stafford Loans - Unsubsidized: Must be repaid\*\*\***

**Federal Direct Plus Loans: Must be repaid\*\*\***

**\*\*\*Denotes the programs available at this institution**

## **GENERAL FINANCIAL AID INFORMATION**

If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at Bridges Beauty College may be found in "The Student Guide" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday at 1(800) 433-3243.

**COMPLIANCE STATEMENT:** The Federal Privacy Act of 1974 requires students to be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

## **FINANCIAL AID MECHANISM-**

Financial aid is a mechanism that reduces out-of-pocket costs that a student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates and must be repaid in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

## **FSEOG SELECTION CRITERIA**

1. Students with zero Expected Family Contribution are selected first.
2. First come first served basis.
3. FSEOG funds granted are normally the same amount as long as the funds are available.
4. Matching funds granted are also the same amount as long as the funds are available.

## **THE U.S. DEPT OF EDUCATION TITLE IV STUDENT FINANCIAL AID PROGRAMS:**

The college is approved for, and does participate in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

**GRANT (FREE) AID (This aid does not have to be repaid)**

Federal **PELL Grant Program (FPELL) \$6495.00** maximum annual limit **(Does not require repayment)**

Federal Supplemental Educational Opportunity Grant Program (FSEOG)\* **(Does not require repayment)**

Federal Work Study\*

**LOANS TO STUDENT AND/OR PARENT (THIS AID MUST BE REPAYED! THESE LOANS ARE NOT DISCHARGED BY BANKRUPTCY)**

Direct Federal Stafford LOANS

Subsidized loans (Interest earned while in school and during grace period is covered by the USDE)\*.

Unsubsidized loans (Interest earned while in school and during grace period may be delayed until the repayment period and will be added to the loan balance). \*\*

Parent loans (PLUS) (Interest due from parents as last disbursement on a loan is made)

**STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGGRESSIVELY COLLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE**

**PAYMENTS ARE VERY EXPENSIVE. NON PAYMENT IS A VERY DAMAGING TO YOUR CREDIT HISTORY AND FUTURE BORROWING POWER.**

Annual loan limits and based on educational levels within the course of enrollment.  
 Loan levels are specifically designated to the course of study at this institution

### **LOAN INTEREST RATES**

Loan Type	First Disbursed 7/1/2020 to 06/30/2021
Direct Subsidized Loans	Fixed at 3.73%
Direct Unsubsidized Loans	Fixed at 3.73%
Direct PLUS Loans	Fixed at 6.28%

#### **Grace Periods**

- If your loan was/is first disbursed from July 1, 2019 through June 30, 2020, the federal government will not pay the interest during your grace period.
- Graduate and professional student borrowers with Direct and FFEL PLUS loans that were first disbursed on or after July 1, 2009 receive an automatic deferment while in school and a six-month deferment (comparable to a grace period) after they graduate, leave school, or drop below half-time enrollment.

**For more specific information on each program please refer to the student guides available at:**

#### **Student Guide**

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

*New Online Financial Awareness Counseling*

For an interactive experience to help you better understand and manage your student loans, visit

[www.studentloans.gov](http://www.studentloans.gov). You'll find financial Awareness Counseling under Tools and Resources on the home page.

### **APPLICATION FOR AID, PROCEDURES AND FORMS**

Financial aid applications for this institution consist of the following:

Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

**Federal Pell Grant Program: Funds received under this program are not subject to repayment from the student.**

**Deadline:** FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in 2022-2023, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

**Renewal Process:** A FPELL Grant award is received for one award year (July 1 to June 30 of the following year), and **is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office for each award year.

**Maximum Annual Award: \$6495.00**

**Disbursement:** They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

#### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Funds received under this program are not subject to repayment from the student.

**Deadline:** You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

**Maximum Annual Award: \$400.00**

**Disbursement:** Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

#### **Federal William D. Ford Direct Loan Program**

Funds received from either of the loan programs are subjected to repayment from the student.

Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

### Federal Direct Subsidized Loan

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

**Maximum Annual Award:** First level \$3,500, Second level \$4,500, Third level \$5,500 (Max aggregate \$23,000)

### Federal Direct Stafford Unsubsidized Loan

These loans expand the ability of the U.S. Department of Education to make "Unsubsidized" Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

(1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

(2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

**Deadlines:** Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

### Maximum Annual Award:

Dependent student: **with Parent** loan First level \$2,000, Second level \$2,000, Third level \$2,000 (Max aggregate \$8,000)

Dependent student **without Parent** loan or **independent** students: First level \$6,000, Second level \$6,000, Third level \$7,000 (Max aggregate \$14,000)

**Disbursement:** Checks are issued to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. **For additional information, read the pamphlet "Direct loan Entrance Interview"**

### Determining Need

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution. Bridges Beauty College utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution

### CALIFORNIA STUDENT AID COMMISSION 2022– 2023 Student Expense Budgets

ALLOWANCE	WITH PARENT	ON CAMPUS HOUSING	OFF CAMPUS HOUSING
TUITION AND FEES (1)	ACTUAL INSTITUTIONAL CHARGES		
BOOKS AND SUPPLIES (2)	\$1,152 PER ACADEMIC YEAR.		
FOOD (3) Per Month: Per Year:	\$ 1,040 / MO \$9360 /YR	ACTUAL INSTITUTIONAL CHARGES <sup>4</sup>	\$637 / MO \$5733 / YR
HOUSING (4) Per Month: Per Year:	INCLUDED IN ABOVE		\$1339 / MO \$12,051 /YR
TRANSPORTATION (5) Per Month: Per Year:	\$ 114 / MO \$ 1,026 /YR	\$ 39 / MO \$ 351 / YR	\$104 / MO \$936 YR
PERSONAL / MISC (6) Per Month: Per Year:	\$372 / MO \$3,348 / YR	\$300 / MO \$2,700 / YR	\$436 / MO \$3,924 / YR
CHILD / DEPENDENT CARE	REASONABLE EXPENSES WITH ADEQUATE DOCUMENTATION PROVIDED BY THE STUDENT,		

LOAN FEES	DEPENDING UPON AGE AND NUMBER OF CHILDREN		
	FOR STUDENT LOAN BORROWERS, ACTUAL OR AVERAGE LOAN ORIGATION AND INSURANCE FEES		
TOTAL, Excluding Allowances based on actual institutional charges Per Month: Per Year:	\$1,654 / MO \$14,886 /YR	\$467 / MO \$4,203 / YR	\$2,644 / MO \$23,796 / YR

1. Includes all mandatory fees.
2. The breakdown for this category is as follow: book (\$630), Education supplies (\$144), course material fees (\$180), and computer related expenses (\$198), excluding the cost associated with the purchase of personal computer.
3. Includes food, snacks, and meals.
4. Includes dorm charge, rent, and utilities.
5. Includes travel to and from parents residence and transportation cost to and from classes. (e.g., bus fare, gasoline, tolls, parking)
6. Includes clothing, laundry and dry-cleaning, personal care, gifts, recreation, medical etc.

Note: The expense budget shown on this table are based upon average expenses reported by students at the University of California, California State University, California independent institution, and California Community Colleges in the 2018-2019 Student Expense and Resources Survey (SEARS), adjusted for inflation with the 2022—20233 CCPI.

(The cost of uniforms is included in the personal allowance or included in the school charges)

**Award Concept, Selection of Recipients and Packaging Criteria:**

This institution does not receive enough Campus-Based funds to satisfy all the student financial needs. Therefore, the school emphasizes the **SELF-HELP CONCEPT** of student financial assistance.

The **SELF-HELP CONCEPT** is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school.

**ALL LOANS MUST BE REPAYED.**

The **SELF-HELP CONCEPT** lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or, PLUS Loans)

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30).

Due to the **limited** amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows: This institution has a continuing enrollment process in which students may start each Tuesday of each week or Wednesday when Tuesday is an observed Holiday. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year presiding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available.

Based on last year’s data, the institution expects an enrollment of 80 new students meeting the “exceptional need” criteria to be enrolled during the 7/1/15 to 6/30/16 period. Therefore, the awards to those students will be \$300 through the entire period. As of July 1, 2015, the first selection of SEOG recipients will be made from students with “exceptional need”. Students with “exceptional need” are defined by this institution as students that have an expected family contribution (EFC) of Zero (00000) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June). Both selections will be made from students, whose file has been completed, with no issues pending regarding the students’ eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year.

**TIME LIMITATION ON DIRECT SUBSIDIZED LOAN ELIGIBILITY FOR FIRST-TIME BORROWERS ON OR AFTER JULY 1, 2022**

- Maximum eligibility period to receive Direct Subsidized Loans

There is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. In general, you may not receive Direct Subsidized Loans for more than 150% of the published length of your program. This is called your “maximum eligibility period”. You can usually find the published length of any program of study in your school’s catalog.

For example, if you are enrolled in a 4-year bachelor’s degree program, the maximum period for which you can receive Direct Subsidized Loans is 6 years (150% of 4 years = 6 years). If you are enrolled in a 2-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is 3 years (150% of 2 years = 3 years).

Your maximum eligibility period is based on the published length of your current program. This means that your maximum eligibility period can change if you change programs. Also, if you receive Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans you received for the earlier program will generally count against your new maximum eligibility period.

- **Periods that count against your maximum eligibility period**

The periods of time that count against your maximum eligibility period are periods of enrollment (also known as “loan periods”) for which you received Direct Subsidized Loans.

For example, if you are a full-time student and you receive a Direct Subsidized Loan that covers the fall and spring semesters (a full academic year), this will count as one year against your maximum eligibility period.

If you receive a Direct Subsidized Loan for a period of enrollment that is shorter than a full academic year, the period that counts against your maximum usage period will generally be reduced accordingly.

For example, if you are a full-time student and you receive a Direct Subsidized Loan that covers the fall semester but not the spring semester, this will count as one-half of a year against your maximum eligibility period.

With one exception, the amount of a Direct Subsidized Loan you receive for a period of enrollment does not affect how much of your maximum eligibility period you have used. That is, even if you receive a Direct Subsidized Loan in an amount that is less than the full annual loan limit, that lesser amount does not reduce the amount of your maximum eligibility period you have used. The one exception applies if you receive the full annual loan limit for a loan period that does not cover the whole academic year. In that case, the loan will count as one year against your maximum eligibility period regardless of your enrollment status (half-time, three-quarter time, or full-time).

- **Effect of borrowing while enrolled part-time**

If you receive a Direct Subsidized Loan when you are enrolled less than full-time, the period that is counted against your maximum eligibility period will be reduced.

For example, if you are enrolled half-time and receive a Direct Subsidized Loan for a period of enrollment that covers a full academic year, this will count as only one-half of a year against your maximum eligibility period.

- **Loss of eligibility for additional Direct Subsidized Loans and becoming responsible for paying interest on Direct Subsidized Loans**

After you have received Direct Subsidized Loans for your maximum eligibility period, you are no longer eligible to receive additional Direct Subsidized Loans. However, you may continue to receive Direct Unsubsidized Loans.

In addition, if you continue to be enrolled in any undergraduate program after you have received Direct Subsidized Loans for your maximum eligibility period, we will no longer (with certain exceptions) pay the interest that accrues on your Direct Subsidized Loans for periods when we would normally would have done so. The chart below provides examples of these circumstances.

Do I become responsible for paying the interest that accrues on my Direct Subsidized Loans because . . . Yes No

I am no longer eligible for Direct Subsidized Loans and I stay enrolled in my current program?	X
I am no longer eligible for Direct Subsidized Loans, did not graduate from my prior program, and am enrolled in an undergraduate program that is the same length or shorter than my prior program?	X
I transferred into the shorter program and lost eligibility for Direct Subsidized Loans because I have received Direct Subsidized loans for a period that equals or exceeds my new, lower maximum eligibility period, which is based on the length of the new program?	X
I was no longer eligible for Direct Subsidized Loans, did not graduate from my prior program, and am enrolled in an undergraduate program that is longer than my prior program?	X
I lose eligibility for Direct Subsidized Loans and immediately withdraw from my program?	X
I graduated from my prior program prior to or upon meeting the 150% limit, and enroll in an undergraduate program that is the same length or shorter than my prior program?	X
I enroll in a graduate or professional program?	X
I enroll in preparatory coursework that I am required to complete to enroll in a graduate or professional program?	X
I enroll in a teacher certification program (where my school does not award an academic credential)?	X

Remember, your maximum eligibility period can change if you enroll in a different program. So, if you received Direct Subsidized Loans for your maximum eligibility period for one program and then enroll in a longer program, you will not become responsible for interest that accrues on your Direct Subsidized Loans.

If you meet any of the conditions on the prior page, you will become responsible for the interest that accrues on your Direct Subsidized Loans, from the date of your enrollment after meeting the 150% limit, during periods when we would have normally paid the interest for you. Below is a chart that summarizes the periods when we normally pay the interest on your Direct Subsidized Loans, and an explanation and what happens after you become responsible for the interest During what period am I responsible for paying the interest on my Direct Subsidized Loans . . .

	Before meeting The 150% limit?	After meeting the 150% limit?
While enrolled in school at least half-time	No	Yes
During my grace period on loans first disbursed (paid out) July 1, 2020 through June 30, 2021	yes	yes
During my grace period on loans first disbursed (paid out) July 1, 2019 through June 30, 2021	No	Yes
During deferment periods	No	Yes
During certain periods of repayment under the Income-Based Repayment or Pay as You Earn Plan	No	Yes
During forbearance periods	yes	yes
During all other periods of repayment	Yes	Yes

If you become responsible for the interest that accrues on your Direct Subsidized Loans, any interest that you do not pay will be capitalized (added to your loan principal balance) at the end of the grace, deferment, or other periods. Capitalized interest increases your loan principal, increases your monthly payment amount under most Direct Loan repayment plans, and causes you to pay more interest over the life of your loan.

Your federal loan servicer will notify you if you become responsible for paying the interest on your Direct Subsidized Loans.

- **Regaining eligibility for Direct Subsidized Loans**

If you become ineligible for Direct Subsidized Loans because you have received Direct Subsidized Loans for your maximum eligibility period, you may again become eligible to receive Direct Subsidized Loans if you enroll in a new program that is longer than your previous program.

If you regain eligibility to receive additional Direct Subsidized Loans because you enrolled a program that is longer than your prior program and you previously became responsible for paying all of the interest that accrues on your Direct Subsidized Loans, we will pay the interest that accrues on your new loans during the periods described in the chart above.

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's not paid from federal student financial aid program funds.

### **DEFINITIONS RELATED TO FINANCIAL AID:**

The following definitions correspond to some common terms used within the financial aid terminology:

**ACADEMIC YEAR:** A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hours/36 Quarter credit hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours/12 semester credit hours/36 quarter credit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours/Semester credit hours/Quarter Credit Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

**CLOCK HOUR:** A period of 50 to 60 minutes of supervised instruction during a 60 minute time period.

**COST OF ATTENDANCE:** Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

**CREDIT BALANCE:** A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

**DEPENDENT STUDENT:** She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

**DEPENDENT:** She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) **NOT** a dependent of the student.

**EXPECTED FAMILY CONTRIBUTION (EFC):** Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

### **FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:**

You must be one of the following to receive federal student aid:

U.S. Citizen

U.S. National

U.S. permanent resident who has an I-551 or I-551C (Alien Registration receipt card).

Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:

Refugee, Asylum Granted

Parole for a minimum of one year that has not expired

T-Visa holder ( T-1, T-2, T-3etc)

Cuban-Haitian entrant

Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking

**IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:**

F1 or F2 student visa

J1 or J2 exchange visitor visa only

G series visa (pertaining to international organizations)

**INDEPENDENT STUDENT:** An individual who meets one of the following criteria:

1. (45) Were you born before January 1, 1999?
2. (46) As of today, are you married? (Yes, if separated but not divorced)
3. (47) At the beginning of the 2022-2023 school year, will you be working on a master's or doctorate program (Such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc)??
4. (48) Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
5. (49) Are you a veteran of the U.S. Armed Forces?
6. (50) Do you now have children who will receive more than half of their support from you between July 1, 2022 and June 30, 2023?
7. (51) Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2023?
8. (52) At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. (53) As determined by a court in your state of legal residence, are you or were you an emancipated minor?
10. (54) As determined by a court in your state of legal residence, are you or were you in legal guardianship?
11. (55) At any time on or after July 1, 2021, did your high school or school district homeless liaison determine That you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
12. (56) at any time on or after July 1, 2021, did the director of an emergency shelter or transitional housing Program funded by the U.S. Department of Housing and Urban Development determine that you were An unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
13. (57) at any time on or after July 1, 2021, did the director of a runaway or homeless youth basic center or Transitional living program determine that you were an unaccompanied youth who was homeless or We're self-supporting and at risk of being homeless?

**PROGRESS POLICY**

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

**ENGLISH AS A SECOND LANGUAGE**

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

**NOTICE OF STUDENT RIGHTS 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 (**first day of class**), or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**) whichever is later.

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

**If you have any complaints, questions, or problems you cannot work out with the school, write or call:**



**BUREAU FOR PRIVATE POSTSECONDARY  
EDUCATION  
1747 N. Market Blvd. Ste. 225  
SACRAMENTO, CA. 95834  
(916) 574-8900**

Or

**NACCAS  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600**

### **SCHOOL CLOSURE**

If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at schools in the neighborhood.

If the school closes permanently and ceases to offer instruction after the students have enrolled, and instruction has begun, the school must make arrangements for students. The school has an option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at schools in the neighborhood.

### **GRIEVANCE POLICY**

Bridges Beauty College will make every attempt to resolve any student complaint that is not frivolous or without merit. Grievance or complaint procedures will be included in the orientation process and is printed in the school catalog. Evidence of final resolution of all complaints will be retained in the school files (Grievance binder), to determine the frequency.

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

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the Director; Ms. Irma Silva.
3. If you are unable to deliver the form to the Director you may deliver it to the Vice President:  
**Ms. Ivet Silva @ Bridges Beauty College- 16515 MOJAVE DR. VICTORVILLE, CA 92395**
4. All grievances regardless of their nature will be turned over to the owner and reviewed.
5. The director will evaluate the grievance and set up an appointment with the person within five days from the receipt of the form. If the grievance is an emergency it will be addressed within 24 hours.
6. Depending on the extent of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution.
7. Any grievances that you cannot work out with the institution you may contact:

**BUREAU FOR PRIVATE POSTSECONDARY  
EDUCATION  
1747 N. Market Blvd, Suite 225  
SACRAMENTO, CA. 95834  
Phone # (916) 574-8900**

Or

**NACCAS  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600**

Grievance and complaint form are available in the Admission / Financial Aid office.

All records of grievance and complaint and their resolution, as applicable are retained according to the school's record keeping policy for review by NACCAS on-site visit team.

**Note:** The school may not require a student to exercise or exhaust his or her right under the school's grievance or complaint procedure before filing a complaint with NACCAS or another regulatory body if such requirements violate applicable laws or regulations.

### **BRIDGES BEAUTY COLLEGE: FEDERAL CLERGY DISCLOSURE ACT STATEMENT**

Federal Clergy Disclosure Act requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period that law, the following reflects this institution's crime statistics for the period between 1/1/15 and 12/31/17.

**Report Distribution Date: October 1, 2018**

**Occurrences within the 2015, 2016, and 2017 Calendar Years**

**\*Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act**



**CAMPUS SECURITY ACT DISCLOSURE STATEMENT-CLERY ACT**

<b>Crimes Reported</b>	<b>2018</b>	<b>2016</b>	<b>2017</b>	<b>Location:#338 and #338-2 C=Campus N=Non-campus P=Public</b>	<b>*Hate Crime ?</b>
Murder (Includes non-negligent manslaughter)	0	0	0	C	0
Negligent manslaughter	0	0	0	C	0
Sex offenses (forcible & non-forcible)	0	0	0	C	0
Sex Offenses (Incest, Statutory rape)	0	0	0	C	0
Robberies	0	0	0	C	0
Aggravated assaults	0	0	0	C	0
Burglaries	0	0	0	C	0
Motor Vehicle Thefts (on Campus)	0	0	0	C	0
Arson	0	0	0	C	0
*Petty Theft. No report desired.					
<b>Number of arrest made for the following crimes</b>	<b>2018</b>			<b>Referred for campus disciplinary action? (Yes) (No)</b>	<b>--</b>
Liquor Laws	0	0	0	N	--
Drug laws	0	0	0	N	--
Weapons Possession	0	0	0	N	--

**NOTE: Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistics Act.**

1. This institution employs campus security personnel at night hours and encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing "911".
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).
3. Preparation for the Annual Disclosure of Crime Statistics report is obtain by the institution's administration who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics.
4. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or
5. Current policies concerning campus law enforcement are as follows:
6. Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
7. Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual

discretion must be used, as undue risk should not be taken. The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

8. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
  - a. Do not leave personal property in classrooms.
  - b. Report any suspicious persons to your institutional official.
  - c. Always try to walk in groups outside the school premises.
  - d. If you are waiting for a ride, wait within sight of other people.
- e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
- f. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
- g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
- g. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request. The institution does not offer regularly scheduled crime awareness or prevention program other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
9. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
10. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
11. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
12. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*
13. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.

**Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).**

The institution does not maintain any special relationship with State and local police and do not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes. This Institution encourage students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies

This institution encourages students to immediately report an incident where an emergency evacuation be needed. All students should familiarize with the evacuation procedures posted in several key places around the campus. This institution does not provide on-campus housing.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incidents. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

<b>Name of institution's</b>	Irma Silva
<b>Title</b>	Owner/Director
<b>School Name</b>	Bridges Beauty College #338 and #338-2
<b>Street address</b>	

<b>(main campus)</b>	<b>16515 Mojave Dr.</b>
<b>City, State Zip</b>	Victorville, CA 92394
<b>Phone No.</b>	<b>(760) 245-2522</b>

## HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands.

### PRE-APPLICATION PROCEDURE (As January 1, 2022- State Board will no longer accept pre-app)

Pre applications are done at 75% of course completion for cosmetologists and Cosmeticians, and 60% for manicuring/Nail Care. An appointment is not needed to pre-apply, but is highly recommended. Payments may be done with a personal check or with a money order. Since the student is only given a **one** day window of opportunity to pre-apply, maintaining an accurate record of hours completed is important. It is the student's responsibility to mail out the pre-application.

As January 1, 2022- State Board will no longer accept pre-app)

Licensing fees for each program as follow:

Appropriate hours and fees are as follows:		
<b><u>Course</u></b>	<b><u>Hours</u></b>	<b><u>Fees</u></b>
<b>Cosmetology:</b>	<b>1200-1206 hours</b>	<b>\$125.00</b>
<b>Manicuring/Nail Care:</b>	<b>240-246 hours</b>	<b>\$110.00</b>
<b>Cosmetician:</b>	<b>450-456 hours</b>	<b>\$115.00</b>

## STUDENT CONDUCT POLICIES

These rules are designed to promote professionalism and good work habits for our students, and to aid you in completing your course. This will allow you to become employed as a Cosmetologist, Manicuring/Nail Care, Barber or Cosmetician. Violation of school rules may result in suspension or termination. In order for the school to run efficiently, and to promote a positive learning environment, the following rules and policies must be understood and followed by **all students**.

### MANDATORY

1. All Cosmo students must be clocked in by 8:07 a.m., Monday through Friday. (*\*Night school: by 3:07 pm Mon.-Fri Cucamonga 9:07am*) Cosmetician and Manicuring/Nail Care 9:07 am
2. Students arriving after 8:07 a.m. have missed morning theory, and will not be allowed to clock-in until 9:00 a.m. (*\*Night school: after 3:07 pm—4:00 pm, Cucamonga 10:07am—11am*)
3. Students, who are tardy, more than 5 times a month, will be counseled and if tardiness continues, placed on probation.
4. All students arriving after 10:00 a.m. must present documentation (such as a doctor's note etc.) and have permission to clock in granted by the supervising instructor. (*\*Night school: after 5:00pm*)

### TIMECARD POLICY

5. All students must clock in upon arrival, during lunch, at the end of the day *and* when leaving school premises for any reason. Failure to do so will result in loss of time and one-week suspension (1st offence), or withdrawal from school (2nd offence).
6. All time cards must be left with the receptionist during lunches and breaks.
7. A 30 min. lunch break must be shown on the timecard if the student is attending more than a 6 hour day. Freshmen students must show a lunch break on his/her timecards.
8. Freshman students will take their lunches as directed by the instructor from 12:30 a.m. -1:00 p.m. Students working on the clinic floor take their lunches at 11:30 a.m. and 12:30 p.m. (on occasion lunch times may vary, as breaks are taken around your clients) (*\*night school: same times on Sat, Tues-Fri breaks substitute lunchtime*)

9. Sign in every day before 10 a.m. at the front desk. If not signed in, a present student may be sent home. (\*Night school: before 5:00pm).
10. Both 6 hour and the 8 hour students are allowed a 10 minute break at 9 a.m. and another at 2 p.m. These breaks may not be combined. Breaks at unassigned times will not be permitted. (\*Night school: 4:00 pm & 7:00pm, Cucamonga 11:00 am & 2:00pm)
11. Students must keep a daily time card with a record of completed hours and operations. Both the student and the instructor must sign cards each night. Timecards must not be defaced in any way. Please fill-out and sign time cards with black or blue ink. No nicknames or white out on time cards will be accepted.
12. Time cards must be kept in the box by the time clock and are to remain in the school at all times.
13. Students taking unearned credits on their timecards or found off the school premises while "clocked-in" will be suspended for 2 weeks (1<sup>st</sup> offence), or withdrawn (2<sup>nd</sup> offence).

### **GENERAL INFORMATION**

1. All students must clock in and out on their paper time card or the student will lose their hours...
2. Visiting friends or family members are not permitted on the clinic floor unless they are receiving a service. All supplies for personal services must be paid by the student who is to receive the service. Family members, friends, children, etc. must pay for all services.
3. Only chemical products furnished by the school may be used on clients. All supplies used by the students for personal services must be paid for by the student who is to receive the service. Family members, friends, children etc... must pay full price for their services.
4. Students who wish to receive personal services must be maintaining minimum standards in attendance & grades, and must first be granted permission by the instructor-in-charge. Senior students may not work on freshman students or vice versa. Failure to follow policy will disqualify the student from subsequent personal services.
5. It is the student's responsibility to make up missed tests and assignments after each absence.
6. Personal grooming is not permitted on the clinic floor or classroom. All students are expected to arrive well-groomed in a clean prescribed uniform. Only closed toed tennis shoes (with **LACES**) should be worn. No hats/headwear/bandanas.
7. Students not "applying effort" while on the clock will be clocked out for the day.  
Student will be withdrawn from school if they are under the influence of drugs or alcohol or found havening any kind of weapon, (guns, knives, etc.)
8. Sleeping, placing heads on desks, defacing school property, or causing discord in the classroom or laboratory, will be grounds for suspension/withdrawal. Any type of stealing will be an automatic Withdrawal
9. **Cell phones must be turned off when in the classroom or when working with clients. 1<sup>st</sup> offense will receive a warning, 2<sup>nd</sup> offense is a 2-day suspension.**
10. Students are not permitted to refuse a client service. To do so will result in an immediate "clock-out" and one full day suspension (1<sup>st</sup> offence), one week suspension (2<sup>nd</sup> offense), withdrawal (3<sup>rd</sup> offense).
11. AN INSTRUCTOR MUST CHECK ALL STUDENT WORK BEFORE CREDIT WILL BE GIVEN.
12. Food and drink are not permitted in the classrooms or clinic. **Bottled water only.**
13. Students are required to clean their work stations, mirrors, and chairs each night. In addition students will be assigned clean-up chores such as filling shampoos, straightening magazines, sweeping, and cleaning their lunchroom.
14. Stations/mirrors should be well kept/organized and free of distracting decorations.
15. Students are expected to behave professionally towards coworkers, clients, and school staff. Insubordination toward a staff member will be grounds for immediate withdrawal.
16. Gossiping, using vulgar language, and making threatening remarks, or gestures, towards another student will result in a 2-day suspension (1<sup>st</sup> offense) and withdrawal (2<sup>nd</sup> offense).
17. Students must not visit or loiter with other students on the clinic floor where customers are being served.
18. For the consideration of others, graduating student's parties should be from 1:00 p.m. - 2:00 p.m. (\*night school: 7:00pm- 8:00pm)

19. More than four absences in one month (or missing four or more morning theories), disqualifies a student from personal services the following month. Our Institution does not have excused and unexcused absences policy; our programs are all hourly programs that require all the students to comply with attendance.
20. Students absent 14 days or more, without notifying to the administration office, will be withdrawn from school.

## TUITION AND FEE SCHEDULE

### Effective July 01, 2021

COURSE	Tuition	Registration Fee*	S.T.R. F. Fee *	Textbook Fee	Uniforms Fee	Equipment Fee*	Application & Licensing	*VA Length in Weeks	TOTAL
Cosmetology (1600 hrs.)	\$17,600.00	\$75.00	9.50	\$200.00	\$70.00	\$1405.00	\$125.00	64	19,484.50
Cosmetology (1200 hrs.)	\$16,200.00	\$75.00	9.00	\$200.00	\$70.00	\$1405.00	\$125.00	48	18,084.00
Manicuring/ Nail Care	\$2,800.00	\$75.00	2.00	\$260.00	\$70.00	\$660.00	\$110.00	16	\$3977.00
Cosmetician	\$8,400.00	\$75.00	5.00	\$350.00	\$70.00	\$625.00	\$115.00	24	\$9,640.00
Barber (1500 hrs.)	\$16,500.00	\$75.00	9.00	\$265.00	\$70.00	\$1,205.00	\$125.00	60	\$18,249.00
Barber (1000 hrs.)	\$13,500.00	\$75.00	7.50	\$265.00	\$70.00	\$1,205.00	\$125.00	40	\$15,247.50

\*Above is not refundable

**Method of payments accepted by the institution:** Cash, Credit Cards, Money Orders, Check, Title IV, Loans, etc.

**Students utilizing Department of Veteran Affairs' Benefits from the Department of Veteran Affairs**

**NOTE:** Length of time in course depends on number of hours student contracts for on a monthly basis as specified in the Enrollment Agreement.

### TEXTBOOK DISCLOSURE

Bridges Beauty College currently has a membership with pivot point international to purchase books yearly. Since these books can only be purchased through membership, they do not have an ISBN #. Students cannot purchase them without membership.

**Please Note:** Once the kit is used, they are not returnable or refundable due to sanitary considerations. Above kits prices include 7.75% sales tax.

**THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.**

### TUITION AND FEES POLICIES

As of 07/01/08 Institutional charges for the tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books and supplies for the entire course, will be assessed and posted in the student's tuition account within the first payment period. Subsequent charges will be posted as needed. Please refer to "Payment Period Definition".

### EXTRA INSTRUCTION CHARGES

Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made (if needed it) for the balance of the hours required or the completion of course. Hourly tuition rate for: Cosmetology, **\$13.50 p/h**; Barber **\$13.50**, Cosmetician is **\$14.00 p/h**, Manicuring/Nail Care is **\$7.00 p/h**.

**INTEREST CHARGE:** No interest is charged if the student MAKES ALL MONTHLY PAYMENTS ON TIME. If a student gets behind 2 payments a 7% interest will be added to any balance. If the student gets behind 4 payments

the account will be assigned to a collection agency and the student will be responsible for any collection fees and tuition balance at the time the student defaulted on the loan.

### **BRUSH-UP**

Students requiring preparation for the licensing exam will be billed at the course hourly rate, (Barber/ Cosmetology hourly rate is \$11.00, Cosmetician hourly rate is \$14.00 and Manicuring/Nail Care hourly rate is \$6.50), and registration fee of \$75.00. The Brush-up hours consist of no more than 150 hours of training. Students must furnish their own equipment.

### **HOUSING**

(A) Bridges Beauty College does not have dormitory facilities under its control;  
(B) the following information is for any student that is looking for housing that is reasonably near the institutions facilities;

<b>Travel Inn &amp; Suites</b>	<b>Estimated Daily Rates: \$48.99</b>
<b>14998 7<sup>th</sup> ST,</b>	<b>Weekly Rates: \$ 210.00</b>
<b>Victorville, CA 92394</b>	<b>Monthly Rates: \$750.00</b>
<b>(760)245-8627</b>	

**One bedroom apartment reasonably near the institution are going for \$750.00 Monthly.**

(C) Bridges Beauty College has no responsibility to find or assist a student in finding housing.

### **METHOD OF PAYMENT**

Most of our students apply for financial aid. During our interview of prospective students, we compute a needs analysis based on the amount of income or resources compared to the cost of education, room and board, and traveling expenses. If the student qualified, we help the individual prepare the appropriate Financial Aid application. For those students who wish to pay their own way through school, the financial officer will develop a personalized payment program for each individual. All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. For those students who are not receiving financial aid, payment schedules (weekly, monthly, and quarterly) are available. The institution accepts payments from cash, money orders, check, and Title IV, Funds.

### **SCHOLARSHIPS**

**Bridges Beauty College**, awards scholarships to local high school graduates. Five hundred dollar (\$500.00) scholarships are given to Victorville, Hesperia, Apple Valley and Serrano high schools and continuation schools each year based on requests. In order to be eligible for a scholarship, you must maintain a "C" (75%) or better at all times in academics and attendance. The high school faculty determines the recipients by need and desire.\***Scholarship must be present at time of enrollment only. Scholarship valid upon completion of course.\*** Once the student graduates and the scholarship is applied to the student tuition account as a Tuition Fee waiver.

### **RIGHT TO WITHHOLD TRANSCRIPTS/GRADES FOR NON PAYMENT OF TUITION**

An institution may withhold a student's transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition is paid in full. Unless other arrangements have been made, **CEC. Section 94828 per BPPE Reform Act January 1, 1998. For tuition, fees and all other charges for which the student has paid, EXCEPT the value of equipment, books, and supplies.**

### **CANCELLATION AND REFUND POLICY.**

**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 (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later.

All policies including refund calculation are stated in clear language that can be easily understood. The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office. All terminations for any reason can be initiated by either party, including student's decision, course or program cancellation, or school closure. The institution due to student's academics or conduct, including, but not necessarily limited, to a student's lack of attendance.

All cancellations can be for any reason, by either party, including student decision, course or program cancellation, or school closure

All refund calculations are performed using our mandated State and Federal regulations agency.

**Refund Policy:** After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student. If the student has received federal student aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

A registration fee of \$ 75.00 **is a non-refundable item and is due the first day of class.** Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable.

**Once received** by the student it will belong to the student and will represent a liability to the student.

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

**COMPETENCY-BASED PROGRAM WITH A CLOCK HOURS PROGRAMS:** Student's notice that if you complete the program earlier than the estimated timeframe stated in the contract, your financial aid package will be recalculated and this may result in the liability owed by the student and/ or the institution is applicable.

**DETERMINATION OF WITHDRAWAL FROM SCHOOL:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the <b>Financial Aid Office</b> of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

**Return of Title IV:** Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. 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 garnishing 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.

**Refunds:** If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1) Unsubsidized Loans from FFELP or Direct loan, 2) Subsidized Loan from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7) Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG, 10) Other. This order would apply accordance to the aid programs available at the institution.

**Course Cancellation:** If the course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its options: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at school in the neighborhood.

If the school cancels a course and or program and ceases to offer the instruction after students have enrolled and instruction has begun, the school shall at its option:

1. Provide a full refund of all money paid; or
2. Provide a pro rata refund for all students transferring to another school based on the hours accepted by The receiving school.

**School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.

**Verification of Student Identity:** Instructions: Students who are required to verify their identity and educational purpose may do so in two ways, depending on their ability to complete the process at their college:

**Option A:** Students who are able to return this document to their college's Financial Aid Office in person must:

1. Verify identity by presenting unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The college will maintain a copy of the student's photo ID that is annotated by the official with the date it was received and reviewed, as well as the name of the Financial Aid official authorized to receive and review the student's ID.
2. Sign, in the presence of the Financial Aid official, the Statement of Educational Purpose provided below.

**Option B:** Students unable to appear in person at their college to verify identity must: 1. Present valid, unexpired government-issued photo identification (ID) to a Notary such as but not limited to a driver's license, other state-issued ID, or passport.

2. Provide to the college a copy of that ID that is acknowledged in the notary statement below.
3. Sign, in the presence of a Notary, the Statement of Educational Purpose provided to student upon request...
4. Have the Notary complete the Notary's Certificate of Acknowledgement provided below. 5. Mail the copy of the ID & this completed form with Notary's Certificate to the college's Financial Aid Office.

**Note:** Bridges Beauty College does not have distance-learning and no projected additional student charges will be assessed.

**Termination by Institution:** If the student is terminated by the institution the applicable administrative fees will not exceed **\$75.00**.

## **COMPLIANCE STATEMENT**

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of Funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

### **INSTITUTION'S POLICY REGARDING THE COLLECTION OF TUITION FOR EACH TYPE OF PROGRAM**

**Ed. Code §94899.5(a)** Institutions that offer short-term programs designed to be completed in one term or four months, whichever is less, may require payment of all tuition and fees on the first day of instruction. Manicuring/Nail Care is the only program offered 4 months or less. Student has a five-day trial period then three monthly payments are due.

**Ed. Code §94899.5(b)** For those programs designed to be four months or longer, an institution shall not require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the institution may require full payment.

**Ed. Code §94899.5(c)** The limitations in this section shall not apply to any funds received by an institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs. to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates and must be repaid in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

### **CONSTITUTION AND CITIZENSHIP DAY**

Bridges Beauty College celebrates Constitution and Citizenship Day on September 17 of each year.



## VOTING INFORMATION

To obtain information on voting you can visit:

U.S Post Office located:

16333 Green Tree Blvd.

Victorville, CA 92395 760 241-4433

U.S Post Office located

7368 Archibald Ave.

Rancho Cucamonga, CA 91729 909 477-2720

\*Further information at [http://www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm)

## ALL COURSE CURRICULUMS

### COSMETOLOGY

### COSMETOLOGY MISSION AND COURSE OUT LINE:

Our mission is to provide an educational bridge between school and a workplace that is constantly responding to the new demands in the beauty industry. As the methodology of dealing with fundamental tasks becomes more aggressive in this field, we provide the training that will prepare our graduates to perform successfully in the modern workplace. Samples of skills that may be accomplished include: hair coloring, hair cutting, skin care, and perming specialists. Other related positions may include: Cosmetology instructor, platform artist, and salon manager or owner. In order to accomplish our training mission, Bridges Beauty College has set the following objectives; (a) to offer programs of study that cover evolving technical skills of the beauty industry (b) to facilitate professionally seasoned instructors and maintain a faculty that is able to impart to learners principles, attitudes, and knowledge required to succeed professionally. (c) To provide students with a motivating environment from which to hone their skills, promote logical thinking, decision making, and communication. (d) To graduate individuals who are able to successfully enter the workforce, bringing with them specific training and learning experiences.

### CURRICULUM FOR COSMETOLOGY COURSE CIP#12.0401 (1600 Hours)

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology pursuant to Section 7316 of the Barber and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Please note 505 hours are devoted to clinic/theory experience, which shall include all phases of Cosmetology. **Such technical instruction and practical operations shall include:**

#### **MINIMUM REQUIREMENTS MANDATED BY THE BOARD OF BARBER AND COSMETOLOGY**

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<b><u>1100 Hours of Technical Instruction and Practical Training in Hair Dressing</u></b>		
<b>Hairstyling:</b> The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	240
<b>Permanent Waving and Chemical Straightening:</b> The subject of Permanent Waving and Chemical Straightening Shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
<b>Hair Coloring and Bleaching:</b> The subject of Hair Coloring and Bleaching shall include, but is not limited to, the	60	50

following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.		
<b>Hair Cutting:</b> The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<b><u>200 Hours of Technical Instruction in Health and Safety</u></b>		
<b>Subjects:</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)</b>
<b>Laws and Regulations:</b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barber and Cosmetology Act and the Board's Rules and Regulations.	20	-----
<b>SUBJECT Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, 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. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in Cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.	45	-----
<b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.  Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20	-----
<b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.	15	-----
<b><u>200 Hours of Technical Instruction and Practical Training in Esthetics</u></b>		
<b>Manual, Electrical and Chemical Facials:</b> The subject of manual, electrical and chemical facials shall include, but is not limited to 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,	25	40

and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.		
<b>Eyebrow Beautification and Make-up:</b> The subject of Eyebrow Beautification shall include, but is not limited to, 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.  The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.	25	30
<b>SUBJECT</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)</b>
<b><u>100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring</u></b>		
<b>Manicuring and Pedicuring:</b> The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	10	25
<b>Artificial Nails and Wraps:</b> Artificial nails including acrylic: liquid and powder brush-on, artificial nail tips and nail wraps and repairs.	25	120 Nails
<b>100 HOUR (MAXIMUM) ADDITIONAL TRAINING</b> The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records, seeking employment, the resume, job interview		

The following applies for all Cosmetology students and those enrolled under Department of Veteran Affairs.  
 All classes are Monday thru Friday 8 am to 1:30 pm. All classes have theory Monday thru Thursday 8am to 9pm.  
 Evening schedule, Monday thru Friday 3:00 pm to 8:30 pm.

The following breakdown of technical (theory) instruction, and practical training is based on (approximate) clock hour time spent on each subject listed in the State's published curriculums.  
 NOTE\* TIME SPENT ON SOME OPERATIONS MAY VARY SLIGHTLY FROM CLIENT TO CLIENT AND/OR ON MANNEQUIN WORK.

**COSMETOLOGY 1600 HOURS**

SUBJECTS:		THEORY / PRACTICE / LABORATORY / CLOCK HOURS			
1.	COSMETOLOGY ACT AND RULES	20	-----	-----	20
2.	HEALTH AND SAFETY / COSMETOLOGY CHEMISTRY	40	-----	-----	40
3.	THEORY OF ELECTRICITY	5	-----	-----	5
4.	DISINFECTION AND SANITATION	20	45	55	120
5.	ANATOMY/PHYSIOLOGY/BACTERIOLOGY	15			15
6.	HAIRSTYLING/THERMAL STYLING	65	140	180	385
7.	PERMING AND CHEMICAL RELAXING	40	55	70	165
8.	HAIRCUTTING	20	50	170	240
9.	COLOR/BLEACH	60	55	90	205
10.	FACIALS/MANUAL/ ELECTRIC/CHEMICAL	25	30	40	95
11.	ARCHING/MAKEUP/ HAIR REMOVAL, WAXING, TWEEZING	25	30	50	105
12.	MANICURING/ PEDICURING	10	25	25	60
11.	ARTIFICIAL NAILS AND WRAPS	25	(60) NAILS 10 HOURS	(60) NAIL S 10 HOU	45

				RS	
12.	ADDITIONAL TRAINING–SALON MAN., SEEKING EMPLOYMENT, CLIENT RELATIONS, DECORUM, PROF. ETHICS, DRUG PREVENTION, MODELING, ETC.	MAX 100			100
<b>TOTALS</b>		<b>470</b>	<b>440</b>	<b>690 =</b>	<b>1600</b>

**COSMETOLOGY PERFORMANCE OBJECTIVE:**

1. Acquire knowledge of laws and rules regulating California's cosmological establishments' practices.
2. Acquire the knowledge of sanitation and disinfection procedures as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to Cosmetology including anatomy, physiology, chemistry.
4. Acquire business management techniques common to Cosmetology.

**SKILLS TO BE DEVELOPED:** Learn the proper and safe use of implements relative to all Cosmetology operations. Acquire practice in hair, skin, and scalp, analysis for recognizing disorders and for safely performing salon services. You will learn the procedures and terminology used in performing all Cosmetology services which include hair coloring, permanent waving, hair cutting, facials, makeup application, etc. In addition you will learn the proper procedures of manicuring and nail care and other salon services related to the Cosmetology course.

**ATTITUDES AND APPRECIATION TO BE DEVELOPED:**

1. Be able to appreciate good workmanship common to Cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved "people skills".

**The address or addresses where class sessions will be held;**

Bridges Beauty College: 16515 Mojave Dr. Victorville CA 92395  
 Bridges Beauty College: 9170 Foothill Blvd, Rancho Cucamonga, CA 91730

**Graduation Requirements and School Diploma:** Student's requirements are to complete the required clock hours in their program of study which include theory hours and practical operations as mandated by the California State Board of Barbering and Cosmetology. To be awarded a school diploma the student is required to maintain attendance of at least 67% and Academic grade of a "C" (75%) or better, complete their theory workbook, and prepare a functional resume with cover letter, and pass a final written and practical test with a 75% or better.

**Satisfactory Academic Policy (SAP)**

**Bridges Beauty College measures pace of clock hour progress at the point when the student's scheduled hours for the payment period have elapsed, regardless of when the student attended them.**

Evaluations for all Cosmetology students will be conducted when the student is scheduled (as per contract) to complete the following hours:

- The point at which 450 Hours of the course is scheduled to be completed,
- The point at which 900 Hours of the course is scheduled to be completed,
- The point at which 1250 Hours of the course is scheduled to be completed,
- The point at which 1600 Hours of the course is scheduled to be completed,

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the state's licensing exam (Practical and Written) with an overall average of 75%.

**COSMETOLOGY**

**COSMETOLOGY MISSION AND COURSE OUTLINE:**

Our mission is to provide an educational bridge between school and a workplace that is constantly responding to the new demands in the beauty industry. As the methodology of dealing with fundamental tasks becomes more aggressive in this field, we provide the training that will prepare our graduates to perform successfully in the modern workplace. Samples of skills that may be accomplished include: hair coloring, hair cutting, skin care, and perming specialists. Other related positions may include: Cosmetology instructor, platform artist, and salon manager or owner. In order to accomplish our training mission, Bridges Beauty College has set the following objectives; (a) to offer programs of study that cover evolving technical skills of the beauty industry (b) to facilitate

professionally seasoned instructors and maintain a faculty that is able to impart to learners principles, attitudes, and knowledge required to succeed professionally. (c) To provide students with a motivating environment from which to hone their skills, promote logical thinking, decision making, and communication. (d) To graduate individuals who are able to successfully enter the workforce, bringing with them specific training and learning experiences.

**CURRICULUM FOR COSMETOLOGY COURSE CIP#12.0401 (1200 Hours)**

The curriculum for students enrolled in a cosmetologist course shall consist of Twelve hundred (1,200) clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology pursuant to Section 7316 of the Barber and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Please note 505 hours are devoted to clinic/theory experience, which shall include all phases of Cosmetology. **Such technical instruction and practical operations shall include:**

**1200 Hours Cosmetology Course Outline**

**MINIMUM REQUIREMENTS MANDATED BY THE BOARD OF BARBER AND COSMETOLOGY...”**

<i>Pursuant to B&amp;P 7362.5(c) the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:</i>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS</b>
<b>Health and Safety:</b> Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. <b>Board Approved Health &amp; Safety Course (B&amp;P 7389(a)):</b> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100	---
<b>Disinfection and Sanitation:</b> Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	30	80
<b>Chemical Hair Services:</b> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	100	220
<b>Hairstyling Services:</b> Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	50	210
<b>Skin Care:</b> Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	50	100

<b>Hair Removal and Lash and Brow Beautification:</b> Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	30	40
<b>Manicure and Pedicure:</b> Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.	50	65
<b>Once the minimum required hours have been met, it is up to the school to determine what subject(s) they will allocate additional hours to meet the 1000-hour requirement for the course.</b>		<b>75</b>

The following breakdown of technical (theory) instruction, and practical training is based on (approximate) clock hour time spent on each subject listed in the State's published curriculums.

NOTE\* TIME SPENT ON SOME OPERATIONS MAY VARY SLIGHTLY FROM CLIENT TO CLIENT AND/OR ON MANNQUIN WORK.

**COSMETOLOGY 1200 HOURS**

SUBJECTS: THEORY/ PRACTICE /LABORATORY/ CLOCK

		HOURS			
1.	COSMETOLOGY ACT AND RULES	50	-----	-----	50
2.	HEALTH AND SAFETY / COSMETOLOGY CHEMISTRY	50	-----	-----	50
3.	DISINFECTION AND SANITATION	30	40	40	110
4.	HAIRSTYLING/THERMAL STYLING	30	60	50	140
5.	PERMING AND CHEMICAL RELAXING	50	50	50	150
6.	HAIRCUTTING	20	60	40	120
7.	COLOR/BLEACH/ DIE REMOVERS	50	70	50	170
8.	FACIALS/MANUAL/ ELECTEIC/CHEMICAL	30	20	30	80
9.	ARCHING/Lash Beautification/ HAIR REMOVAL,WAXING,TWEE	30	20	20	70
10.	SCALP TREATMENT	10	10	10	30
11.	MANICURING/ PEDICURING	20	10	15	45
12.	ARTIFICAL NAILS AND WRAPS	30	40	40	110
13.	ADDITIONAL TRAINING--SALON MAN., SEEKING EMPLOYMENT, CLIENT RELATIONS, DECORUM, PROF. ETHICS, DRUG PREVENTION, MODELING, ETC.	MAX. 75			75

TOTALS      475 380 345 =1200

The following applies for all Cosmetology students and those enrolled under Department of Veteran Affairs.

All classes are Monday thru Friday 8 am to 1:30 pm. All classes have theory Monday thru Thursday 8am to 9pm. Evening schedule, Monday thru Friday 3:00 pm to 8:30 pm.

**COSMETOLOGY PERFORMANCE OBJECTIVE:**

1. Acquire knowledge of laws and rules regulating California's cosmological establishments' practices.
2. Acquire the knowledge of sanitation and disinfection procedures as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to Cosmetology including anatomy, physiology, and chemistry.
4. Acquire business management techniques common to Cosmetology.

**SKILLS TO BE DEVELOPED:** Learn the proper and safe use of implements relative to all Cosmetology operations. Acquire practice in hair, skin, and scalp, analysis for recognizing disorders and for safely performing salon services.

You will learn the procedures and terminology used in performing all Cosmetology services which include hair coloring, permanent waving, hair cutting, facials, makeup application, etc. In addition you will learn the proper procedures of manicuring and nail care and other salon services related to the Cosmetology course.

**ATTITUDES AND APPRECIATION TO BE DEVELOPED:**

1. Be able to appreciate good workmanship common to Cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved "people skills".

**The address or addresses where class sessions will be held:**

**Bridges Beauty College: 16515 Mojave Dr. Victorville CA 92395**

**Bridges Beauty College: 9170 Foothill Blvd, Rancho Cucamonga, CA 91730**

**Graduation Requirements and School Diploma:** Student's requirements are to complete the required clock hours in their program of study which include theory hours and practical operations as mandated by the California State Board of Barbering and Cosmetology. To be awarded a school diploma the student is required to maintain attendance of at least 67% and Academic grade of a "C" (75%) or better, complete their theory workbook, and prepare a functional resume with cover letter, and pass a final written and practical test with a 75% or better.

**Satisfactory Academic Policy (SAP)**

**Bridges Beauty College measures pace of clock hour progress at the point when the student's scheduled hours for the payment period have elapsed, regardless of when the student attended them.**

Evaluations for all Cosmetology students will be conducted when the student is scheduled (as per contract) to complete the following hours:

**The point at which 450 Hours of the course is scheduled to be completed,**

**The point at which 900 Hours of the course is scheduled to be completed,**

**The point at which 1200 Hours of the course is scheduled to be completed,**

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the state's licensing exam ( Written) with an overall average of 75%.

**MANICURING / NAIL CARE**  
**MISSION AND COURSE OUT LINE:**

Our mission is to provide an educational bridge between school and a workplace that is constantly responding to the new demands in the beauty industry. As the methodology of dealing with fundamental tasks becomes more Aggressive in this field, we provide the training that will prepare our graduates to perform successfully in the modern Work place. A sample of skills that may be accomplished include: manicuring and pedicuring technician, artificial nails specialist, or nail artist. Other related professions may include: product sales or educator, salon manager or owner,

**CURRICULUM FOR MANICURING/NAIL CARE COURSE CIP#12.0410 (400 HOURS)**

The curriculum for students enrolled in a Manicuring/Nail Care course shall consist of four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to section 7316 of the Barber and Cosmetology Act. .For the purpose of this section, technical (theory) instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance by the student of a complete service on another person or a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following:

**MINIMUM REQUIREMENTS MANDATED BY THE BOARD OF BARBER AND COSMETOLOGY**

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL
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	(HOURS)	OPERATIONS – NOT HOURS)
<b><u>300 Hours of Technical Instruction and Practical Training in Nail Care</u></b>		
<b>Manicures and Pedicures:</b> The subject of: Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-on, nail tips, nail wraps and repairs, and nail analysis.	30 30	60 & 180 Nails
<b><u>100 Hours of Technical Instruction and Practical Training in Health and Safety</u></b>		
<b>Laws and Regulations:</b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barber and Cosmetology Act and the Board's Rules and Regulations.	10	----
<b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25	----
<b>Disinfection and Sanitation:</b> 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	10
<b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	10	----
<b>Additional Training: 25 hours</b> The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, seeking employment, the resume, job interview		

**The following applies for all Manicuring students and those enrolled under Department of Department of Veteran Affairs.**

All classes are Monday thru Friday 8 am to 2:30 pm. All classes have theory Monday thru Thursday 8am to 9pm. Evening schedule, Monday thru Friday 3:00 pm to 8:30 pm.

**The following breakdown of technical (theory) instruction, and practical training is based on (approximate) clock hour time spent on each subject listed in the State's published curriculums.**

NOTE\* TIME SPENT ON SOME OPERATIONS MAY VARY SLIGHTLY FROM CLIENT TO CLIENT AND/OR ON MANNEQUIN WORK.

**MANICURING/NAIL CARE 400 HOURS**

SUBJECTS:	THEORY / PRACTICE / LABORATORY / CLOCK HRS.			
Cosmetology act.	10	--	--	10
Cosmetology chem.	10	--	--	10



Health & safety	25	--	--	25
Disinfection	10	15	20	45
Bac/anat./phys.	10	--	--	10
Manicuring	15	30	35	80
Pedicuring	15	20	34	69
Brush-on nails	15	20	20	55
		(100 nails)	(100 nails)	
Tips and overlays	10	16	16	42
		(80 nails)	(80 nails)	
Nail Repairs and wraps	5	12	12	29
		(60 nails)	(60 nails)	
Additional Training	25	--	--	25
<b>Totals</b>	<b>150</b>	<b>113</b>	<b>137</b>	<b>400</b>

**MANICURIST PERFORMANCE OBJECTIVE:**

1. Acquire knowledge of laws and rules regulating California Cosmological establishments' practices.
2. Learn sanitation, disinfection and safety procedures.
3. Acquire the knowledge of general theory relative to Manicuring/Nail Care, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
4. Acquire business management techniques common to a manicuring/Nail Care.

**SKILLS TO BE DEVELOPED:**

The proper and safe use of implements, disinfection and safety procedures relative to all manicuring / nail care, pedicuring, and artificial nail services. Hand and feet analysis, and the proper procedures for manicuring/Nail Care , pedicuring, and artificial nail and salon services.

**ATTITUDES AND APPRECIATION TO BE DEVELOPED:**

1. Be able to appreciate good workmanship common to Manicuring/Nail Care.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved "people skills".

**The address or addresses where class sessions will be held;**

Bridges Beauty College: 16515 Mojave Dr. Victorville CA 92395  
 Bridges Beauty College: 9170 Foothill Blvd, Rancho Cucamonga, CA 91730

**Graduation Requirements and School Diploma:** Student's requirements are to complete the required clock hours in their program of study which include theory hours and practical operations as mandated by the California State Board of Barbering and Cosmetology. To be awarded a school diploma the student is required to maintain attendance of at least 67% and Academic grade of a "C" (75%) or better, complete their theory workbook, and prepare a functional resume with cover letter, and pass a final written and practical test with a 75% or better.

**Satisfactory Academic Policy (SAP)**

Bridges Beauty College measures pace if clock hours progress at the point when the students schedule clock hours for the payments period has elapsed, regardless of when the student attended them.

Evaluations for all manicuring/ Nail Care students will be conducted (as/per contract) when they are scheduled to complete the following:

- The point at which 200 Hours of the course is scheduled to be completed,
- The point at which 400 Hours of the course is scheduled to be completed,

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, a Manicuring / Nail Care license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring/Nail Care course as described above and passed the state's licensing exam (Practical and Written) with an overall average of 75%.

## **COSMETICIAN MISSION AND COURSE OUTLINE:**

Our mission is to provide an educational bridge between school and a workplace that is constantly responding to the new demands in the beauty industry. As the methodology of dealing with fundamental tasks becomes more aggressive in this field, we provide the training that will prepare our graduates to perform successfully in the modern Work place. A sample of skills that may be accomplished include: performing various types of facials, related massage techniques, hair removal, makeup application etc. Other related professions may include: skin care specialist product sales or educator, salon/spa manager or owner, make-up artist. In order to accomplish our training mission, Bridges Beauty College has set the following objectives:

professionally seasoned instructors and maintain a facility that is able to impart to learners' principles, attitudes, and knowledge required to succeed professionally. To provide students with a motivating environment from which to hone their skills, promote logical thinking, decision making, and communication. To graduate individuals who are able to enter the workforce, bringing with them specific training and experiences

### **CURRICULUM FOR COSMETICIAN COURSE CIP#12.0409 (600 Hours)**

The curriculum for students enrolled in a Cosmetician course shall consist of six hundred (600) clock hours of technical instruction and practical training covering all practices of a Cosmetician (Cosmetician), pursuant to Section 7316 of the Barber and Cosmetology Act. For the purpose of this section, technical (theory) instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following:

#### **MINIMUM REQUIREMENTS MANDATED BY THE BOARD OF BARBER AND COSMETOLOGY**

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<b><u>350 Hours of Technical Instruction and Practical Training in Facials</u></b>		
<b>Manual, Electrical and Chemical Facials:</b> The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: <b>Manual Facials</b> including cleansing, scientific manipulations, packs, and masks. <b>Electrical Facials</b> 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. <b>Chemical Facials</b> 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.	20	40
	30	60
	20	40
<b>Preparation:</b> The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills.	15	-----
<b><u>200 Hours of Technical Instruction in Health and Safety</u></b>		
SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL

		OPERATIONS – NOT HOURS)
<b>Laws and Regulations:</b> The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barber and Cosmetology Act and the Board's Rules and Regulations'	10	----
<b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: 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	----
<b>Disinfection and Sanitation:</b> 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. Proper disinfection procedures.  Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10	----
<b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15	----
<b>50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up</b>		
<b>Eyebrow Beautification:</b> The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, A ) waxing, B ) tweezing, manual or electrical depilatories.	20 5	40 10
<b>Make-up:</b> The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.	20	40
<b>30 hours Additional Training</b> The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, seeking employment, the resume, job interview		

Salon management		
Communication skills		
How to seek/obtain employment		
Employment applications/resumes		

### **COSMETICIAN 600 hours**

The following applies for all Cosmetician students and those enrolled under Department of Veteran Affairs.

All classes are Monday thru Friday 8 am to 2:30 pm. All classes have theory Monday thru Thursday 8am to 9pm. Evening schedule, Monday thru Friday 3:00 pm to 8:30 pm.

**The following breakdown of technical (theory) instruction, and practical training is based on (approximate) clock hour time spent on each subject listed in the State's published curriculums.**  
**NOTE\* TIME SPENT ON SOME OPERATIONS MAY VARY SLIGHTLY FROM CLIENT TO CLIENT AND/OR ON MANNEQUIN WORK.**

<b>SUBJECT:</b>	<b>Theory</b>	<b>Practice</b>	<b>Laboratory</b>	<b>Total</b>
Cosmetology act	10	--	--	10
Cosmetology chem.	10	--	--	10
Health & safety	20	--	--	20
Electricity	10	--	--	10
Disinfection / sanitation	10	45	80	135
Anatomy Physiology Bacteriology	15	--	--	15
Facial man/Preparation	35	35	35	105
Facials elec..	30	25	25	80
Facials chem.	20	10	10	40
Arching/brows/tweeze	5	10	15	30
Hair removal/ wax	20	10	15	45
Makeup / eyelashes	20	20	30	70
Add. Training	30	--	--	30
<b>Total</b>	<b>235</b>	<b>155</b>	<b>210</b>	<b>600</b>

**COSMETICIAN PERFORMANCE OBJECTIVE:**

1. Acquire knowledge of laws and rules regulating California Cosmological establishing practices.
2. Acquire the knowledge of sanitation and disinfection procedures as related to all phases of skin care.
3. Acquire the knowledge of general theory relative to Cosmetician course including, anatomy, physiology, and chemistry.
  1. Acquire business management and "people skills" for the professional Cosmetician.

**SKILLS TO BE DEVELOPED**

1. Learn the proper and safe use of implements relative to all Cosmetician services.
2. Acquire the knowledge of analyzing the skin and recognizing skin types and disorders.
3. Will learn the procedures and terminology used in performing all Cosmetician services.
4. Will learn the application of daytime and evening make-up to include the application of individual and strip eyelashes.
5. Will learn the proper procedures for giving facial treatments and applying massage.

**ATTITUDES AND APPRECIATION TO BE DEVELOPED**

1. Be able to appreciate good workmanship common to Cosmetician.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved "people skills".

**The address or addresses where class sessions will be held;**

Bridges Beauty College: 16515 Mojave Dr. Victorville CA 92395  
 Bridges Beauty College: 9170 Foothill Blvd, Rancho Cucamonga, CA 91730

**Graduation Requirements and School Diploma:** Student's requirements are to complete the required clock hours in their program of study which include theory hours and practical operations as mandated by the California State Board of Barbering and Cosmetology. To be awarded a school diploma the student is required to maintain attendance of at least 67% and Academic grade of a "C" (75%) or better, complete their theory workbook, and prepare a functional resume with cover letter, and pass a final written and practical test with a 75% or better.

**Satisfactory Academic Policy (SAP)**

Bridges Beauty College measures pace of clock hour's progress at the point when the student's scheduled clock hours for the payments period have elapsed, regardless of when the student attended them.

Evaluations for all Cosmetician students will be conducted (as/per contract) when the student is scheduled to complete the following hours:

The point at which 300 Hours of the course is scheduled to be completed,  
 The point at which 600 Hours of the course is scheduled to be completed,

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, a Manicuring / Nail Care license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring/Nail Care course as described above and passed the state's licensing exam (Practical and Written) with an overall average of 75%.

### **BARBER MISSION AND COURSE OUTLINE:**

Our mission is to provide an educational bridge between school and a workplace that is constantly responding to the new demands in the beauty industry. As the methodology of dealing with fundamental tasks becomes more aggressive in this field, we provide the training that will prepare our students to perform successfully in the modern workplace. Samples of skills that may be accomplished include: clipper and scissor hair cutting, hair coloring, shaving and facial treatments. Other related positions may include: Barber instructor, platform artist, and barber shop manager or owner. In order to accomplish our training mission, Bridges Beauty College has set the following objectives; (a) to offer programs of study that cover evolving technical skills of the beauty industry (b) to facilitate professionally seasoned instructors and maintain a faculty that is able to impart to learners principles, attitudes, and knowledge required to succeed professionally. (c) to provide students with a motivating environment from which to hone their skills, promote logical thinking, decision making, and communication. (d) To graduate individuals who are able to successfully enter the workforce, bringing with them specific training and learning experiences.

### **CURRICULUM FOR BARBER COURSE CIP #12.0402** **(1500 Hours)**

The curriculum for students enrolled in the Barber program consists of 1500 clock hours of Technical Instruction and practical training covering all practices of the barber pursuant to Section 7316 of the California Barber and Cosmetology Act. For the purpose of this section, technical (theory) instruction shall

Means instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following:

#### **MINIMUM REQUIREMENTS MANDATED BY THE BOARD OF BARBER AND COSMETOLOGY**

<b><u>1. (1100) hours of Technical Instruction and Practical Training in Hairdressing</u></b>	<b>Minimum Technical Instructional Hours</b>	<b>Minimum Practical Operations</b>
<b>Subjects:</b>		
<b>Hairstyling/Thermal</b> -hair analysis, shampooing, comb outs straightening, waving, curling, hot curling irons and blower styling	35	120
<b>Wet Hair Styling/ hot comb-</b> hair analysis, finger waving, pin curls, comb outs/waving curling with hot combs	30	120
<b>Permanent Waving</b> -hair analysis, acid and alkaline permanent waving, chemical straightening including sodium hydroxide and other base solutions	40	105
<b>Hair Coloring and Bleaching</b> -use of semi-permanent , demi-permanent and temporary color, PD and strand test, safety precautions, formula mixing, tinting, bleaching, high and low lights and use of dye removers	60	50
<b>Hair Cutting</b> -use of scissors, razor (shaper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting	20	80
<b><u>2. (200) hours of technical instruction and practical training shaving</u></b>		

<b>Subjects:</b> <b>Hair/Facial shave/-</b> Preparation and performance-preparing hair for shaving, assessing the condition of the clients skin, performing shaving	75	20
<b>Facial Massage Rolling Cream:</b> , applying aftershave antiseptic following facial services, massaging the clients face, rolling cream massages	25	20
<b>3. (200) hours of Technical Instruction in Health and Safety</b> <b>Subjects:</b> <b>Law &amp; Regulations-Board of Barber &amp; Cosmetology Act and Board of Barber &amp; Cosmetology rules and regulations.</b>	20	----
<b>SUBJECT:</b>	<b>Minimum Technical Instructional Hours</b>	<b>Minimum Practical Operations</b>
The subject of laws and regulations shall include, but is not limited to, the following issues: The Barber and Cosmetology Act and the Board's Rule and Regulations		----
<b>Health &amp; Safety Considerations</b> –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	45	----
<b>Disinfection &amp; Sanitation</b> -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	----
<b>Anatomy &amp; Physiology</b> -human anatomy, human physiology The subject of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Physiology	15	----
<b>Additional Training-</b>		
<b>Subjects:</b> Salon Management, people skills, seek & obtain employment, prep. employment application. Includes professional ethics, effective communication and human relations, salesmanship, client record keeping, decorum, basic tax information relating to booth renters, independent contractors, employees and employers, licensing requirements and regulations	100	---

**The following applies for all Barber students and those enrolled under Department of Veteran Affairs.**

All classes are Monday thru Friday 8 am to 2:30 pm. All classes have theory Monday thru Thursday 8am to 9pm. Evening schedule, Monday thru Friday 3:00 pm to 8:30 pm.

**The following breakdown of technical (theory) instruction, and practical training is based on (approximate) clock hour time spent on each subject listed in the State's published curriculums.**

NOTE\* TIME SPENT ON SOME OPERATIONS MAY VARY SLIGHTLY FROM CLIENT TO CLIENT AND/OR ON MANNEQUIN WORK.

**BARBER 1500 hours**

<b>SUBJECT:</b>	<b>Theory</b>	<b>Practice</b>	<b>Laboratory</b>	<b>Total clock hours.</b>
Hair Styling/Thermal	35	120	120	275
Wet Hair Styling/Hot Comb	30	120	120	270
Permanent Waving/chem. relaxing	40	70	60	170
Hair Coloring & Bleaching	60	30	40	130

Hair Cutting	20	70	100	190
Hair/Facial shave	75	15	20	110
Facial/Massa Rolling Cream	25	10	20	55
Barber & Cosmo. Act & Rules/ Regulations	20		--	20
Health Safety	45	--	--	45
Disinfection & Sanitation	20	20	-80	120
	15	--	--	15
Anatomy & Physiology				
Additional Training (Max.	100	--	--	100
<b>Totals</b>	<b>485</b>	<b>455</b>	<b>560</b>	<b>1500 total hrs.</b>

**BARBER PERFORMANCE OBJECTIVE:**

1. Acquire knowledge of laws and rules' regulating the established California's barber practices.
2. Acquire the knowledge of sanitation and disinfection procedures as related to all phases of hair and skin.
3. Acquire knowledge of general theory relative to Barber including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to Barber operations.

**SKILLS TO BE DEVELOPED:**

1. Learn the proper use of implements relative to all Barber services
2. Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
3. Will learn the procedures and terminology used in performing all barber services
4. Will learn the proper procedure shaving and hair cutting
5. Will learn hair styling, hair coloring, shaving, beard design, etc.

**ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:**

1. Be able to appreciate good workmanship common to Barber.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

**The address or addresses where class sessions will be held;**

Bridges Beauty College: 16515 Mojave Dr. Victorville CA 92395  
 Bridges Beauty College: 9170 Foothill Blvd, Rancho Cucamonga, CA 91730

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, An Barber license will be granted by the State of California only after the student has successfully completed a graduated from the Barber course as described above and passed the state's licensing exam (Practical and Written) with an overall average of 75%.

**Graduation Requirements and School Diploma:** Student's requirements are to complete the required clock hours in their program of study which include theory hours and practical operations as mandated by the California State Board of Barbering and Cosmetology. To be awarded a school diploma the student is required to maintain attendance of at least 67% and Academic grade of a "C" (75%) or better, complete their theory workbook, and prepare a functional resume with cover letter, and pass a final written and practical test with a 75% or better.

**Satisfactory Academic Policy (SAP)**

Bridges Beauty College measures pace if clock hours progress at the point when the students schedule clock hours for the payments period have elapsed, regardless of when the student attended them.

Evaluations for all manicuring / nail care students will be conducted (as/per contract) when they are scheduled to complete the following:

- The point at which 450 Hours of the course is scheduled to be completed,
- The point at which 900 Hours of the course is scheduled to be completed,
- The point at which 1200 Hours of the course is scheduled to be completed,
- The point at which 1500 Hours of the course is scheduled to be completed,

**BARBER MISSION AND COURSE OUTLINE:**

Our mission is to provide an educational bridge between school and a workplace that is constantly responding to the new demands in the beauty industry. As the methodology of dealing with fundamental tasks

becomes more aggressive in this field, we provide the training that will prepare our students to perform successfully in the modern workplace. Samples of skills that may be accomplished include: clipper and scissor hair cutting, hair coloring, shaving and facial treatments. Other related positions may include: Barber instructor, platform artist, and barber shop manager or owner. In order to accomplish our training mission, Bridges Beauty College has set the following objectives; (a) to offer programs of study that cover evolving technical skills of the beauty industry (b) to facilitate professionally seasoned instructors and maintain a faculty that is able to impart to learners principles, attitudes, and knowledge required to succeed professionally. (c) to provide students with a motivating environment from which to hone their skills, promote logical thinking, decision making, and communication. (d) To graduate individuals who are able to successfully enter the workforce, bringing with them specific training and learning experiences.

**CURRICULUM FOR BARBER COURSE CIP #12.0402 (1000 Hours)**

The curriculum for students enrolled in the Barber program consists of 1000 clock hours of Technical Instruction and practical training covering all practices of the barber pursuant to Section 7316 of the California Barber and Cosmetology Act. For the purpose of this section, technical (theory) instruction shall

Means instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following:

**MINIMUM REQUIREMENTS MANDATED BY THE BOARD OF BARBER AND COSMETOLOGY**

Pursuant to B&P 7362.5(b) the curriculum for a barbering course shall, at a minimum, include technical and practical instruction in the following areas:	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations
<p><b>Health and Safety:/ Barber/Act rules</b> Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.</p> <p><b>Board Approved Health &amp; Safety Course (B&amp;P 7389(a)):</b> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.</p>	100	---
<p><b>Disinfection and Sanitation:</b> Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.</p>	20	100
<p><b>Chemical Hair Services:</b> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.</p>	70	165
<p><b>Hairstyling Services:</b> Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.</p>	70	230



<b>Shaving and Trimming of the Beard:</b> Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	65	120
<b>Once the minimum required hours have been met, it is up to the school to determine what subject(s) they will allocate additional hours to meet the 1000-hour requirement for the course.</b>		<b>50</b>

**100 HOUR MAX OF ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:** Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Barbering field.

**Preparation (10 Hours of Technical instruction):** The subject of preparation shall include, but not limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre & post-operative care, CPR/AED, salon and barbershop skills.

The following breakdown of technical (theory) instruction, and practical training is based on (approximate) clock hour time spent on each subject listed in the State's published curriculums.

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**BARBERING 1000 hours**

<b>SUBJECT:</b>	<b>Theory</b>	<b>Practice</b>	<b>Laboratory</b>	<b>Total clock hrs.</b>
Barbering & Cosmetology. Act & Rules/ Regulations	50	---	----	50
Health Safety	50	---	----	50
Disinfection & Sanitation	20	60	40	120
Hair Coloring	20	30	20	70
Bleaching	20	20	10	50
Permanent Waving	20	40	20	80
Chemical Straightening	10	20	5	35
Hair Styling/Thermal/ Hot Comb	20	30	20	70
Hair analysis/Shampooing	10	20	20	50
Wet Hair Styling	20	20	20	60
Hair Cutting	30	50	50	130
Facial/Massage/ Rolling Cream	25	40	10	75
Hair Shaving	40	50	20	110
Additional Training	50	-	-	50
<b>Totals</b>	<b>385</b>	<b>380</b>	<b>235</b>	<b>1000 total hrs.</b>

**RESOURCES:**

Barbering Milady textbook, State Board Rules and Regulations, Health and Safety booklets ,notes from class lectures, supplemental.

**The following applies for all Cosmetology students and those enrolled under Department of Veteran Affairs.**

All classes are Monday thru Friday 8 am to 1:30 pm. All classes have theory Monday thru Thursday 8am to 9pm. Evening schedule, Monday thru Friday 3:00 pm to 8:30 pm.

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The point at which 450 Hours of the course is scheduled to be completed,

The point at which 900 Hours of the course is scheduled to be completed,

**STUDENT RIGHTS AND RESPONSIBILITIES**

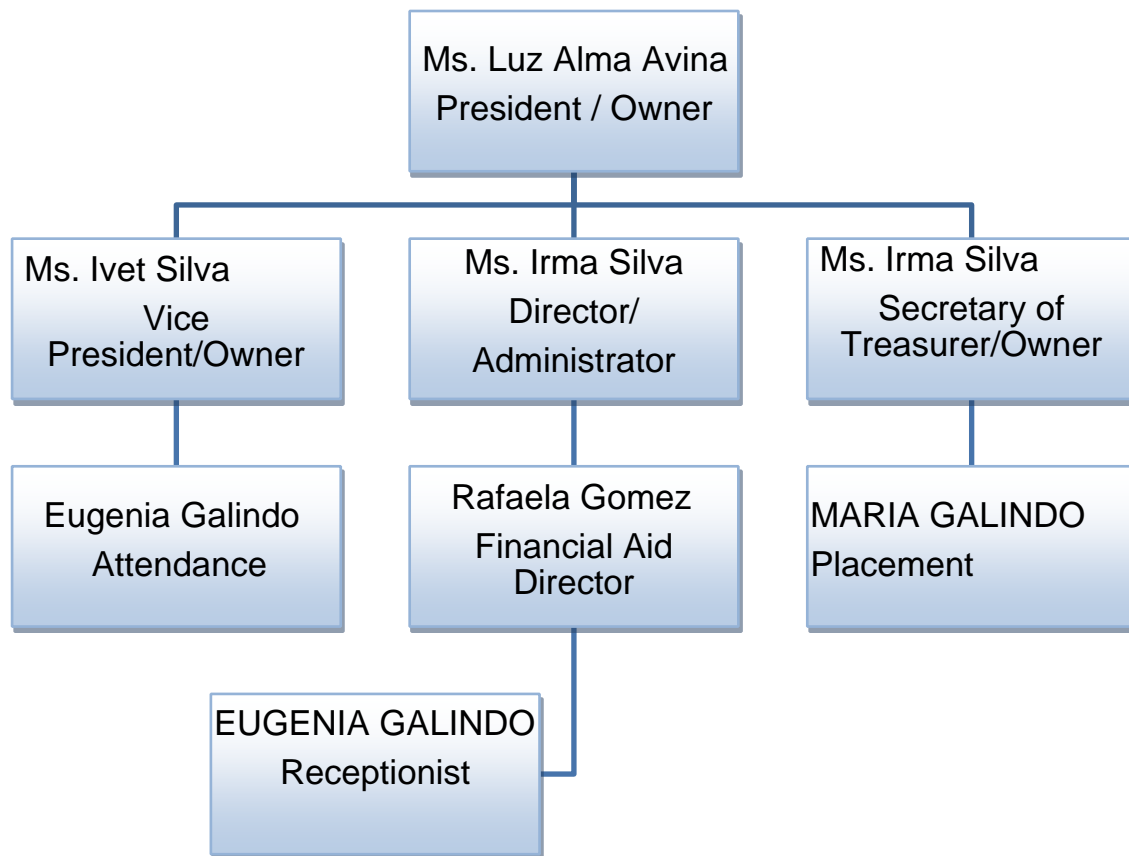
- **The student has the right to ask the school:**
- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.

- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or finances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped.
- **It is the student's responsibility to:**
- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete accurately, and submit on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by the financial aid officer or agency.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school and lender of a change in your name, address, phone number, or attendance status (full/part-time).
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

### **SAFETY RULES**

1. Wear closed toed tennis shoes (with LACES) and clean school uniforms.
2. Sweep up hair immediately after a haircut.
3. Manicuring/Nail Care students must dispose of acrylic powder and nail liquid by combining them in a paper towel, before disposing in trash.
4. Mop up spills immediately.
5. Wear safety goggles when mixing chemicals or cutting acrylics.
6. Read and follow instructions carefully.
7. When applying chemicals to a client, please do not leave them unattended.
8. Use dry hands when plugging and unplugging electrical devices.
9. Keep walkways clear from books and equipment.
10. Unplug hot irons and tools immediately after use, then place in safe area.
11. Wear gloves when mixing or applying chemicals.
12. First aid is available at the reception desk.

## **BEAUTY COLLEGE ORGANIZATIONAL CHART VICTORVILLE MAIN CAMPUS**



**THE FACULTY AND THEIR QUALIFICATIONS:**

**Ms. Joana Aragon**  
Licensed Barber  
Barber Instructor  
Licensed Cosmetologist

**INSTRUCTOR**  
5 years  
3 years  
18 years

**Richard Ortiz**  
Licensed Cosmetologist  
Cosmetology Instructor

**INSTRUCTOR**  
10 years  
5 years

**Ms. Ivet Silva**  
Licensed Cosmetologist  
Certificate of Authorization  
Credential

**SUPERVISING INSTRUCTOR**  
17 years  
15 years  
11 years

**Ms. Bobby A. Leitsch**  
Licensed Cosmetologist  
Instructor (Day)

**SUBSTITUTE**  
22 years  
02 years

**Ms. Claudia Guevara**  
Licensed Cosmetician  
Instructor (day)

**INSTRUCTOR**  
11 years  
2 years

**Sherrie Evans**  
Licensed Cosmetologist  
Manicuring / Nail Care

**INSTRUCTOR**  
35 years

**RANCHO CUCAMONGA**  
**FACULTY AND QUALIFICATIONS**

**Susana Gonzalez**  
Licensed barber/ Cosmetology

**INSTRUCTOR**  
18 years

**Gina M. Tracy**  
Licensed Cosmetologist  
Instructor (Day)

**INSTRUCTOR**  
9 years  
3 years

**Ms. Ivet Silva**  
Licensed Cosmetologist  
Instructor

**SUBSTITUTE- INSTRUCTOR**  
17 years  
15 years

**Sherrie Evans**  
Licensed Cosmetologist

**SUBSTITUTE- INSTRUCTOR**  
35 years

The following members of the headquarters administration have supervisory responsibilities for institution are as follow:

Ms. Luz Alma Avina - President / Owner

Ms. Ivet Silva - Vice President/Owner

Ms. Irma Silva - Secretary of Treasurer/Owner



**16515 Mojave Dr, Victorville, CA 92395, United States**

**40 ft**  
Turn left onto Mojave Dr

**0.8 mi**  
Turn left toward I-15 South

**26 mi**  
Keep left on I-15 S toward Los Angeles, San Diego

**8.7 mi**  
Take the exit to merge onto CA-210 West toward Pasadena

**5.7 mi**  
Take exit 58 onto Archibald Ave

**0.3 mi**  
Turn left onto Archibald Ave

**2.0 mi**  
Turn right onto Foothill Blvd

**0.7 mi**  
Turn right into the parking lot

**40 ft**  
Arrive at the destination

**9170 Foothill Blvd, Rancho Cucamonga, CA 91730, United States**

