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# Advance Beauty Techs Academy

(ADVANCE BEAUTY TECHS ACADEMY)

Jan 1, 2020– Dec 31, 2020 Academy Catalog

Office Copy



## Main Campus

2191 Sampson Ave. Ste. #105

Corona, Ca 92879 Ph (951) 817-2560 \* Fax (951) 817-2563

[www.AdvanceBeautyTechsAcademy.edu](http://www.AdvanceBeautyTechsAcademy.edu)

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THE FOLLOWING POLICY HANDOUTS ARE REFERENCED AND MADE A PART OF THIS CATALOG.  
YOU SHOULD RECEIVE AND SIGN THE ACKNOWLEDGEMENT CONFIRMING YOUR RECEIPT OF THE  
FOLLOWING:

- CAMPUS SECURITY ACT DISCLOSURE (CLERY ACT)
- STUDENT ACADEMIC PROGRESS POLICY (SAP POLICY)
- DRUG AND ALCOHOL ABUSE POLICY
- CRIMINAL CONVICTION DISCLOSURE

## **Approval Disclosure Statement**

Advance Beauty Techs Academy (ADVANCE BEAUTY TECHS ACADEMY) is a private institution located at 2191 Sampson Ave., Ste. #105, Corona, California 92879. The school was granted institutional approval from the Bureau for Private Postsecondary Education pursuant to the California Education Code. The Bureau's approval means that ADVANCE BEAUTY TECHS ACADEMY is in compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent. Institutional approval must be re-approved and is subject to continuing review. Programs approvals by Bureau for Private Postsecondary Education are the following:

- Cosmetology 1600 Clock Hours
- Barbering 1500 Clock Hours
- Teacher Trainee Program 600 Clock Hours
- Esthetician 600 Clock Hours
- Manicurist 400 Clock Hours
- Barber Cross-Over 200 Clock Hours

Instruction is in resident with facility occupancy level accommodating 150 students at any one time.

California statute requires that students, who successfully complete programs of study, be awarded program completion diplomas.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss educational and occupational plans with Academy personnel prior to enrolling or signing enrollment agreements. Persons seeking to resolve problems or complaints should first contact the instructor in charge. In the event a student has a grievance which cannot be resolved to his/her satisfaction with the student's instructor, the student is to make his/her grievance known to the School Director.

The following state boards, bureaus, departments or agencies that set minimum standards for our program of studies:

- CALIFORNIA STATE BOARD OF BARBERING AND COSMETOLOGY
- BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
- NACCAS
- VA

All information in the content of this school catalog is current and correct and is so certified as true by:

Yolanda T. Duran  
(951) 817-2560  
School Director/Owner

## **Mission Statement**

At ADVANCE BEAUTY TECHS ACADEMY our mission is to offer students industry training, knowledge and technical skills necessary to pass the California State Barbering and Cosmetology examination. The Academy is committed to providing quality cosmetology and barbering industry career courses that meet the needs of the employer's expectations in today's beauty industry. We strive in equipping and preparing students with effective communication skills and career assistance for the Cosmetology and Barbering Arts and Sciences. We look forward in watching you develop and enhance your personal and professional skills at ADVANCE BEAUTY TECHS ACADEMY

## **Welcome Letter from the Director**

ADVANCE BEAUTY TECHS ACADEMY would like to give you the warmest welcome. This is an exciting time for you and our Academy. As a student you are embarking on one of t ADVANCE BEAUTY TECHS ACADEMY he most exciting and fulfilling careers in the beauty industry. Our Academy is brand new with the state of the art equipment and professional products you will be learning to use. We hope to give you the best insight that the beauty industry can offer. With our well educated professional staff we hope to provide you with the best level of education. We also provide a professional atmosphere and promote team work. It takes dedication and hard work; however the end results will be well worth the effort! Once again, Welcome!

Sincerely,

Yolanda T. Duran  
President/School Director

## **English as a Second Language**

This institution does not offer English as a Second Language (ESL) program. All prospective students that are accepted for enrollment must have high school graduate level of English.

## **Agency Approvals**

This institution has accreditation and approvals from the following entities:

### **National Accrediting Commission of Career Arts and Sciences Ref# 014385-00**

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

### **California State Board of Barbering and Cosmetology (BBC)**

2420 Del Paso Road, Suite 100  
Sacramento, Ca 95834  
(800) 952-5210

### **Veterans Administration**

(APPROVED FOR THE TRAINING OF VETERANS AND ELIGIBLE PERSONS UNDER THE PROVISION OF TITLE 38, UNITED STATES CODE)

(888) 442-4551

## **Bureau Agency**

### **The Bureau for Private Postsecondary Education (formerly BPPVE) School # 37954103**

2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
(916) 431-6959  
Fax (916) 263-1897

## **Description of Facilities**

Our facility at 2191 Sampson Ave., Ste. #105, Corona, California is situated in one of the most densely populated, ethnically diverse areas of Riverside County. ADVANCE BEAUTY TECHS ACADEMY is carefully designed to simulate a salon environment for the sole purpose of beauty education. It is equipped with modern visual and teaching aids, and possesses the type of modern professional salon equipment used in the best salons in America.

ADVANCE BEAUTY TECHS ACADEMY has approximately 6700 square feet of facilities devoted to teaching the science and arts of cosmetology. The facility includes a classroom area for lectures and practical training, and an audio/visual center, which can handle videotape/DVD and classroom demonstrations. Our college is equipped with extensive shampoo facilities, chair hair dryers, blow dryer stations, and individual student workstations. The facility is air conditioned, well lit and attractively furnished to simulate a salon environment. It has a maintained reference resource center for students' study and reference. Our administrative and advising offices are fully staffed and available to assist students during normal business hours.

## **Statement of Ownership**

ADVANCE BEAUTY TECHS ACADEMY is owned and operated by Yolanda T. Duran.

## **ADMINISTRATION**

### **Admission Procedures**

To apply for admission, applicants should contact a school representative to schedule an appointment for a personal interview and tour of the school campus. Accepted applicants will complete an enrollment agreement, pay a \$100.00 registration fee, which is non-refundable and will be scheduled to begin training.

### **Admission Policy**

1. Applicant must have a copy of their high school diploma or its equivalent (G.E.D), an official transcript of secondary school completion or a state certification of home school completion. The validity and equivalence of a high school diploma for foreign students must be notarized.
2. Students enrolling under training agreements between ADVANCE BEAUTY TECHS ACADEMY and another entity must meet the admissions requirements set forth in the training agreement with the other entity.
3. Instructor Course applicants must have a valid California license in the field they wish to teach.

4. ADVANCE BEAUTY TECHS ACADEMY does not recruit students already attending or admitted to another school offering a similar program of study.
5. ADVANCE BEAUTY TECHS ACADEMY does not accept international students studying abroad utilizing student visas.
6. ADVANCE BEAUTY TECHS ACADEMY does not offer correspondence courses (Distance Courses).
7. All students who withdraw may re-enter into the program without the loss of hours provided it is within 5 years from the date of their withdrawal. All student records are stored for five (5) years only and it is the student's responsibility to maintain all documents received from the institution. The Academy 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.
8. The students were required to go to a public Notary and have their Foreign High School Diploma translated. **As of April 2019 we are now referring students to use American Translator Association [aerc@verizon.net](mailto:aerc@verizon.net) (626) 339-4404.**

## **Transfer Policy**

Students requesting credit for prior training or experience outside of California must furnish proof of the number of hours of training to the State Board for Barbering and Cosmetology and to the school. Out of state students will receive a letter of completion for state board submittal. The Academy will evaluate a student's prior training in the State of California by way of an Official Proof of Training Document. ADVANCE BEAUTY TECHS ACADEMY only accepts transfer students under certain conditions and does not recruit from other schools. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. Evaluation periods are based on actual contracted hours at the institution. Additional administrative charges may apply.

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

"The transferability of credits you earn at ADVANCE BEAUTY TECHS ACADEMY is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in any of our educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 ADVANCE BEAUTY TECHS ACADEMY to determine if your credits will transfer."

Currently, the school does not have a transfer agreement or articulation agreement with any other school, college or university.

## **Satisfactory Academic Progress (SAP) Policy**

ADVANCE BEAUTY TECHS ACADEMY expects all enrolled students to maintain Satisfactory Academic Progress (SAP), in attendance and academic work and to comply with contract hours. The Satisfactory Academic Progress is consistently applied to all students enrolled in the Academy. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. In order to maintain SAP as established by this institution under the guidelines of the United States Department of Education and the National Accrediting Commission of Career Arts and Sciences (NACCAS), all students enrolled in all programs and schedules must:

<b><u>Program</u></b>	<b><u>Typical Length of Program</u></b>		<b><u>Maximum Length of Program</u></b>	
Cosmetology	10.5	months	15.75	months
Barbering	10	months	15	months
Teacher Trainee Program	4	months	6	months
Esthetician	4	months	6	months
Manicurist	3	months	4.5	months
Barber crossover	2	months	3.5	months

**1. Qualitative- Maintain** a cumulative academic average of "C" or better on all theory classes/tests and practical grades obtained on hands-on practical exams, and other required course work at the end of each of the evaluation period. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the practical operation is reflected as completed 100% of the requirement). If the person does not meet satisfactory requirements/completion, it is not counted and the performance must be repeated. Students will complete a comprehensive practical Mock Board exam at the end of each evaluation period. Practical skills are evaluated according to text procedures and set forth in practical Mock Board exam at the end of each evaluation period. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up failed or missed tests and incomplete assignments.

**2. Quantitative-Maintain** a cumulative average attendance level (pace rate) of at least two-thirds (2/3 or 67%). Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of the evaluation period, the Academy 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 timeframe allowed.

**3. Maximum time frame-** Complete the course within a maximum time frame of one and one-half (1 1/2) times the length of the course as stated in the enrollment agreement. For example: if the student has contracted to complete the course within 44weeks (including grace time for absences), he or she must complete them within 66 weeks.

**4. Meeting SAP requirements-**Students must meet both of the minimum requirements for pace rate (attendance) **and** academic grades at any evaluation point to be considered making Satisfactory Progress until the next evaluation period.

Note: The Percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement. Any student not completing the course within the schedule allowed according to the terms of the enrollment agreement, will be charged per rate hour of additional instruction needed to complete the course. (See schedule rate table on Programs Offered/Tuition Cost in school catalog on page #17)

### **Academic Progress: (Qualitative)**

Each evaluation must be in compliance with the Satisfactory Academic Progress; it is divided into evaluation periods and is assessed for each program in the following manner:

### **Evaluation Periods**

Evaluations will be performed for all students based on the US Department of Education Regulations and definition of an Academic Year and will be performed at the end of each payment period. US DOE defines an academic year as being 900 clock hours & 26 calendar weeks, a payment period is defined as 450 clock hours & 13 calendar weeks per period. Based on the above definition the Cosmetology course will contain two (2) 450 clock hours payment periods & 26 weeks = 900 clock hours & 26 weeks and the remaining 700 hours of the course will be prorated and contain (2) 350 hours payment periods = 700 clock hours & 22 calendar weeks. Based on the above definition the Barber course will contain two (2) 450 clock hours payment periods & 26 weeks = 900 clock hours & 26 weeks and the remaining 600 hours of the course will be prorated and contain (2) 300 hour payment periods = 600 clock hours & 18 calendar weeks. Using the above definition(s) the following schedule will be followed for determining when the student will be evaluated. The evaluation(s) will be performed based on when the student actually reaches the end of each payment period. Based on Full-time enrollment status. Part-time enrollment status will be calculated based on the above formula. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. All evaluations must be completed within seven school business days following the established evaluation periods.

**Cosmetology:** PP (1) 450 hours & 13 calendar weeks, PP (2) 900 hours & 26 calendar weeks, PP (3) 1250 hours & 37 calendar weeks and PP (4) 1600 hours & 48 calendar weeks. Based on Full-time enrollment. **Barbering:** PP (1) 450 hours & 13 calendar weeks & PP (2) 900 hours & 26 calendar weeks, PP (3) 1200 hours & 35 calendar weeks and PP (4) 1500 hours & 44 calendar weeks. Based on Full-time enrollment. **Esthetician & Teacher Trainee Program:** These courses shall be prorated based on the above definition of an academic year 600 clock hours and 18 weeks. PP (1) 300 hours & 9 calendar weeks & PP (2) 600 hours & 18 calendar weeks. Based on Full-time enrollment.

**Barber Crossover:** The first evaluation will be conducted at the midpoint of the course 100 clock hours and the final evaluation will be conducted at 200 hours. **Manicurist:** The first evaluation will be conducted at the midpoint of the course 200 clock hours and the final evaluation will be conducted at 400 hours.

At each evaluation period which, is based on actual hours, the student must maintain a "C" (75%) grade average and complete a minimum of 67% of clock hours attempted in order to successfully progress through the program within the maximum timeframe, indicated on their enrollment contract. A copy of the students SAP report will be provided to the student upon completion at the end of every period.

### **Assessment Factors for Academic Progress**

Evaluation of progress will be conducted by the Supervising Instructor at the evaluation periods listed above.

#### Theory grading scale:

90%-100%	A (Excellent)
80%-89%	B (Average)
70%-79%	C (Satisfactory)
60%-69%	D (Unsatisfactory)
Below 59	F (Fail)

#### Practical/Laboratory work grading scale:

90%-100%	A (Excellent)
80%-89%	B (Average)
70%-79%	C (Satisfactory)
60%-69%	D (Unsatisfactory)
Below 59	F (Fail)

Students must maintain a "C" average (minimum of 75% in theory work in order to be considered making satisfactory progress).

**Note:** Attendance is evaluated on a cumulative basis. At each evaluation period, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy and scheduled hours indicated on their enrollment contract.

Students must meet minimum academic and attendance requirements.

Students who fail to meet the minimum "C" (75%) grade average and 67% attendance at the designated evaluation periods are placed on warning and considered to be making satisfactory progress during the warning period until the next scheduled evaluation period.

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress while during the first probationary period, if the student appeals the decision, and prevails upon appeal.

If at the end of the Probationary period, the student has still not met both the attendance and academic requirement, 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.

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

Regardless of the average level of attendance, students who have more than two consecutive weeks of absences (14 calendar days) will be dropped from the program. This shall apply to all students except those on an approved leave of absence (see LOA Policy). Students who expect

to be absent 14 or more days are encouraged to request a leave of absence. In addition to attendance standards relating to Satisfactory Academic Progress, students are also required to adhere to policies relating to attendance and tardiness.

#### **DETERMINATION OF 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 Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory 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**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

#### **PROBATION**

Students who fail to meet minimum requirements for attendance 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 the Satisfactory Academic Progress Policy standards 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 end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory 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 attendance and academic 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.

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

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

#### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Course incomplete, repetitions and non-credit remedial courses are not applicable to the institutions form of instruction. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

### **Appeal Procedure**

**Students must initiate the Appeal Process.** If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days by submitting the appeal to the Supervising Instructor. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days of submittal. The appeal decision will be left to the sole discretion of the School Director. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

#### **NON-CREDIT AND REMEDIAL COURSES**

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

#### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours, as accepted at the sole discretion of the School Director, will be counted as both attempted and completed 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.

#### **RE – ENTRY POLICY (WITHDRAWALS)**

All students who withdraw may re-enter into the program without the loss of hours provided it is within 5 years from the date of their withdrawal. All student records are stored for five (5) years only and it is the student's responsibility to maintain all documents received from the institution.



The Academy 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.

## **Leave of Absence (LOA) Policy**

Occasionally, students may experience extended personal medical or other problems, which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for a minimum of 14 days to a maximum of six months (180 days) as long as the student follows the school's policy in requesting the LOA.

The LOA must be requested in advance and in writing by the student and include the reason for the request and be signed by the student. An LOA must be approved by the Financial Aid Department. The Financial Aid Department must have a reasonable expectation that the student will return to school. An LOA request form must be filled out and the date of leave and return must be stated on the form prior to the Financial Aid Department approving the LOA.

The school understands that there may be instances where the student cannot make these arrangements in advance. In such cases, the school may grant the LOA to a student due to unforeseen circumstances. In such cases, the school will document the reason for the decision and collect the request from the student at a later date. *The beginning date of the approved LOA will be determined by the school to be the first date the student was unable to attend the school because of the event.*

Students on LOA's will not be assessed any additional charges of tuition. Do not request a Leave of Absence unless you absolutely need one. Under no circumstances can the school grant LOAs totaling more than 180 days in a twelve month period. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. Student returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence.

In addition, a student returning from an LOA will have his/her maximum time frame and contract period to complete the program extended by the same number of days as the leave of absence. Changes to the enrollment agreement will be initialed by all parties. An Addendum to the enrollment agreement must be signed by all parties.

Students taking an unauthorized LOA will be withdrawn. Formal termination also may occur in cases where a student fails to return from an approved official LOA. Students who fail to return from an LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be made and all refunds due will be issued to the student or appropriate agency within 45 days. The withdrawal date for the purpose of calculating a refund is always the last date of attendance. Students must remove their kits & equipment from ADVANCE BEAUTY TECHS ACADEMY premises upon beginning an LOA.

## **Disclosure of Educational Records Policy**

Adult students and parents or guardians of dependent minors have the right to inspect, review and challenge information contained in their education records. However, a staff member must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. The academy will maintain student records for five (5) years. Transcripts will be kept indefinitely. **Written consent is required from the student (or their guardian if the student is a dependent minor) each time before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.**

## **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. An applicant not accepted for training by the school shall be entitled to a refund of all moneys paid. The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including but not limited to, a student's lack of attendance.

All funds paid to ADVANCE BEAUTY TECHS ACADEMY will be refunded if the student is rejected for enrollment. The student will be refunded all funds paid to ADVANCE BEAUTY TECHS ACADEMY if cancellation occurs within seven days after the Enrollment Agreement (contract) is signed and prior to starting classes and is entitled to a full refund, excluding the \$125.00 registration fee. Cancellation shall occur when the student gives written notice of cancellation at the ADVANCE BEAUTY TECHS ACADEMY address. This can be done by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. You do not cancel the contract by just not attending classes.

## **TERMINATION/WITHDRAWAL**

Beyond the cancellation period, the student is considered a withdrawal. Any student absent more than two consecutive weeks without being on an approved leave of absence or other official non-attending status will be withdrawn from school. Formal termination also may occur in cases where a student fails to return from an approved official leave of absence. When a student does not return from a leave of absence and does not notify the school of his or her mitigating or extenuating circumstances, the documented date of return as the withdrawal date.

**Behavioral:** If the student is terminated from the Academy they have the right to an appeal. This appeal must be in writing addressed to the Director, it must be done 30 days after the termination date, at the discretion of the Director the student may be re-admitted. Termination Rules and Conduct There are various violations that will result in termination of a student from the course. Students at Advance Beauty Techs Academy are always expected to follow the rules of conduct and be a positive influence on other students around them. If a student is terminated from the program they have the right to an appeal. This appeal must be in writing addressed to the School Director requesting that their case be re-evaluated and discuss the changes that have been made to resolve the problem that caused their termination. At the discretion of the Director the student may be readmitted. If not, they will be unable to continue training at Advance Beauty Techs Academy.

**INSTITUTIONAL REFUND POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. Institution will provide a pro-rata refunds of all funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance.
2. Once more than 60% of the enrollment period in the entire course has elapsed (including absences) there will be no refunds to the student.
3. If the student has received Federal Students Aid Funds, the student is entitled to a refund of monies not paid from Federal Student Aid Program Funds.
4. Any monies due to the student shall be refunded within 45 days of official cancellation or withdrawal.
5. If a student (or in case of a student under legal age, his parent or guardian) cancel his/her contract and requests his/her returned in writing, within seven business days (by midnight) of the first day of classes, all monies collected by ABT Beauty Academy shall be refunded, less the cost of a registration fee of \$125.00 The cancellation date will be determine by the postmark on written notifications, or the date said information is delivered to the Financial Aid Office.
6. If you withdrawal after the start of class, you may be entitled to a partial refund. You have the right to withdraw from school at any time you receive a refund for the part of the course not taken. The amount of the refund shall be "pro-rata" according to the incomplete portion of the course, less the cost of a registration fee of \$125.00. **Upon acceptance by the students, kits cannot be returned due to health and sanitary reasons, and no refund will be received. . Kits left on school premises for over 30 days after graduation, cancellation or withdrawal are deemed abandoned by the student and Advance Beauty Techs Academy is not responsible for any items.**

Determination of Withdrawal from school:

The withdrawal date shall be the last physical date of recorded attendance from the intuition records. Return to Title IV Funds and Institutional Refund Policy will use this date in their calculation as the end date of the payment or enrollment period. The student would be determine to be withdrawn from the school on the earliest of :

- The date of notify the financial Aid Office in writing of your interest to withdraw Only the Financial Aid Officer would be authorized to accept a notification of your intend to withdrawal. We cannot accept your withdrawal verbally.
- The date the school terminates your enrollment due to academic failure or for violations of its rules and polices stated in the catalog.
- The date you fail to attend class for a 14 day period and fail to inform the school that you are not withdrawing.
- The date you failed to return as scheduled for an approved LOA the withdrawal shall be the last date of recorded attendance date of determination of withdrawal. It will be 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.**

**Return to Title IV 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 Stafford Direct Loans
2. Subsidized Stafford Direct Loans
3. PLUS (Parent Loan for Undergraduate Students) Direct Loans
4. Pell Grant
5. Federal SEOG (Supplemental Education Opportunity Grant) .....

**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 Loans 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 in accordance to the aid programs available at the institution.

**Course Cancellation:** If a course is cancelled 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.

**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.

**Examples:**

<b>PERCENT OF SCHEDULED ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TIME TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

**Hypothetical Refund example in accordance with the state pro rata policy:**

Assume that a student, upon enrollment in a 1600 hour course, pays \$6800.00 for tuition, \$75.00 registration fee and \$400.00 for equipment as specified in the enrollment agreement and withdraws after completing 600 hours *per the contract* without returning the equipment.

**The pro-rata refund to the student would be \$4,250.00 based on the calculation stated below.**

Registration fee	\$75.00	Non-Refundable
Equipment	\$400.00	Non-Refundable
Tuition	\$6,800.00	(6,800.00 divided by 1600 (hours) = \$4.25 per hour
Hours completed	\$2,550.00	(600 hours x \$4.25 per hour)
<b>TOTAL REFUND</b>	<b>\$4,250.00</b>	<b>(Tuition – Completed Hours)</b>

Assume that a student, upon enrollment in a 1600 hour course, pays \$6800.00 for tuition, \$75.00 registration fee and \$400.00 for equipment as specified in the enrollment agreement and withdraws after completing 600 hours without returning the equipment.

**Although the student only completed 600 hours, by contract, they should have completed 750 hours.**

Registration fee	\$75.00	Non-Refundable
Equipment	\$400.00	Non-Refundable
Tuition	\$6,800.00	(6,800.00 divided by 1600 (hours) = \$4.25 per hour
Contracted hours	\$3,178.50	(750 hours x \$4.25 per hour)
<b>TOTAL REFUND</b>	<b>\$3,621.50</b>	<b>(Tuition – Contracted Hours)</b>

Course	Cosmetology 1600 Hours	Barbering 1500 Hours	Teacher Trainee Program 600 Hours	Esthetician 600 Hours	Manicurist 400 Hours	Barber Crossover 200 Hours
Tuition	\$ 18,400.00	\$ 17,250.00	\$ 6,300.00	\$ 7,500.00	\$ 3,600.00	\$ 2,500.00
10%	\$ 16,560.00	\$ 15,525.00	\$ 5,670.00	\$ 6,750.00	\$ 3,240.00	\$ 2,250.00
25%	\$ 13,800.00	\$ 12,937.50	\$ 4,725.00	\$ 5,625.00	\$ 2,700.00	\$ 1,875.00
50%	\$ 9,200.00	\$ 8,625.00	\$ 3,150.00	\$ 3,750.00	\$ 1,800.00	\$ 1,250.00
<b>60%</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

## **State of California Student Tuition Recovery Fund**

### **CALIFORNIA RESIDENTS:**

(a) A qualifying institution shall include the following statement on both its enrollment agreement for an educational program and its current schedule of student charges:

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

**Note:** Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

Student seeking a STRF reimbursement must file an application within one year of receiving notice from the Bureau for Private Postsecondary Education that the school has closed. If students do not receive a notice from the Bureau, the application must be filed within four years from the date of closure. If a court judgment is obtained from the institution, student must file a STRF application within two year of the final judgment. It is important that enrollees keep a copy of any enrollment agreement, contract or application to document enrollment. Students also should keep tuition receipts or cancelled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF. For further information or instructions contact:

The Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
(916) 431-6959  
Fax (916) 263-1897

**Effective January 1, 2015 the STRF required that institutions collect from each newly enrolled student a "STRF Fee" in the amount of \$ .00 per thousand dollars of all tuition costs and fees.**

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#### **Return to Title IV 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 Stafford Direct Loans
2. Subsidized Stafford Direct Loans
3. PLUS (Parent Loan for Undergraduate Students) Direct Loans
4. Pell Grant
5. Federal SEOG (Supplemental Education Opportunity Grant)

### **ATTENDANCE/Attendance Status**

Attendance Status

**Full time:** Students enrolled 24 to 40 hours per week are full-time.

**Half time:** Students enrolled 18 to 23 hours per week are half-time.

**Part time:** Students enrolled 12 to 17 hours per week are part time.

### **Hours of Attendance / Daytime Classes:**

**Cosmetology/Barbering Days:** Tuesday-Saturday 8:30am-4:00pm = 35 hours per week **OR** Tuesday-Friday 8:30am-5pm = 32 hours per week

**OR**

Tuesday-Friday 8:30am-2:30pm and Saturday 8:30am-5:00pm = 32 hours per week

**Cosmetology/Barbering Nights:** Monday-Friday 5:00pm-10:00pm = 25 hours per week  
**Manicurist Night:** - Tuesday-Thursday 5pm-10pm & Saturday 8:30 to 5:00 pm = 16 hours per week  
**Barber Crossover Day:** Tuesday-Friday 8:30am-2:30pm = 24 hours per week **Barber crossover Night:** Monday- Friday 5:00-10:00= 25 hours per week  
**Esthetician:** Tuesday-Friday 8:30am-12:30pm & Saturday 8:30- 5:00 =24 hours per week. Tuesday-Friday 8:30am-5:00pm = 32 hours per week  
 Teacher Training Schedule Tuesday- Friday 8:30-5:00  
 Senior Discount client service hours are 10:00 a.m. to 4:00 p.m. Tuesdays & Wednesday only (10%).  
 Saturday client services 9:00 a.m. to 4:00 p. m., or if otherwise approved by the Supervising Instructor

## Schedule Changes

Students will be allowed to change their schedule 1 time at no charge. Additional schedule changes will incur a \$125.00 Administrative fee, per change.

## Attendance Policy-Satisfactory

All students enrolled at Advance Beauty Techs Academy are expected to attend 100% of their assigned schedule. Emergency excused absences are defined below. Absences will be considered as excused under the following conditions: illness, death or birth in immediate family, and other valid reasons. All excused absences are to be substantiated in writing and are at the discretion of a school official. All other absences will be considered unexcused. All special events such as vacation must be excused with a two-week advance notice.

Failure to maintain 67% attendance may lead to termination. Students must maintain a cumulative average attendance level of at least 67% of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $\frac{2}{3} \times 30 = 20$ ). More than three (3) absences without notification or documented excuse may be grounds for three (3) day suspension.

## Clock Hours Policy

The Bureau of Barbering and Cosmetology will only recognize time clock punched hours of attendance. As a result of this requirement the school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start, end of their class day, and lunch period. You are given up to seven (7) minutes to clock in and receive credit for the quarter ( $\frac{1}{4}$ ) hour. This seven-minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends more than 6-hour class day. If you are attending less than a 6-hour class day and desire to take a lunch break (30 minutes), the half hour must be deducted from your daily total and you must clock in and out on your time card for the lunch break. Once a theory class has started, no one will be allowed to enter the theory classroom. **Instructors may not sign a student in or out, if a student does not clock in or out at lunch one hour (1) for lunch will be deducted. If an error is made on the student timecard, the instructor will draw a line through the error and make the correction and the student and instructor must initial the change.**

At the completion of the week, a new time card is prepared from the current weekly time card. The daily hours and operations earned are added to totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are entered in the prior column on the next day's time card. The timecard must be signed by the student and the instructor daily to be granted credit for the day.

Time cards reflect the student daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the student monthly report.

**The time cards are the property of the school and must remain in the school at all times.** After clocking in you are required to maintain applied effort, professional grooming and remain in the building. Reading material not related to your training or involving in activity not related to your training is not tolerated. If this occurs you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your suspension or termination.

## Time Card Credit

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

Each Theory credit must be initialed in the proper category. If that category is complete, the instructor may issue credit in another category. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated. The portions of the time card concerning operations are to be applied efforts of the students; as they manually perform a practical subject. Some practical operations may take longer to perform according to the student. Note the following period is the period that the Bureau 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
- Manicure ..... = ½ hour
- Hair Cut ..... = ½ to 1 hour

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

## **Tardiness**

A student who is tardy (arrives after 8:38 a.m.), cannot clock in until after the theory class is over and may not attend the class. Students who are habitually tardy (5 times per month) will be advised, and if tardiness continues a student may be suspended or may be placed on probation until tardiness ceases.

## **Make-Up Hours**

Students can make-up missed class hours at the end of their scheduled class day with Director Approval. In addition, students may make-up hours by participating in school-sponsored events or other extra-curricular activities at which an Advance Beauty Techs Academy instructor is present. All assignments and homework are due on scheduled test days. Students who were absent for theory, whether excused or unexcused may make up all assignments, homework, and missed test within the same week the test was given. Failure to make up a missed test and assignments within the same week will result in a "O" (zero) grade when calculating the academic progress evaluation period grade point average. Student is responsible for maintaining adequate hourly progress. Missed time must be made up within 30 days. See assigned instructor for classroom-specific rules.

## **Graduation Policy**

Students, who maintain a C average, complete 100% of required clock hours scheduled for the program of study, meet the individual program graduation requirements defined in the "Program Section" of this catalog.

## **Pre Application for State Board Exam Policy**

It is a privilege to Pre-Apply for exam licensing. Students must have passing grades, be up to date on practical operations and maintain exceptional attendance. Pre application saves several weeks/months waiting for a test date after graduation. If you have a prior felony or misdemeanor conviction, you will not be able to pre apply and will have to wait to apply after completion.

State Board has very strict deadlines. Student must see Administration within 5 calendar days of completing the following hours:

Cosmetology	1200 hours
Barbering	1125 hours
Esthetician	450 hours
Manicurist	240 hours
Crossover	200 hours must be completed cannot preapply

An Administrative fee of \$9 will be charged for all pre-applications submitted to State Board.

## **Pre Application for State Board Exam Procedure**

Student must obtain a permission form & list of required documentation from the Supervising Instructor prior to reaching Pre-Application clock hour requirements. A permission form will be required by Administration in order to obtain an appointment to Pre Apply. State Board has very strict deadlines. Student must see Administration within 5 calendar days of completing the required hours. Student's test date will be sent to the school and student will be notified with the original document of your date. Save this as you will need your application for future reference. A copy will be kept in your file. A copy will be sent to the placement department.

## **GRADUATION REQUIREMENTS/DOCUMENTS**

When a student who has completed the required theory hours and practical operations with a GPA of "C" (75%) or better, and completed a simulated (Mock Board), the student is awarded a diploma certifying their graduation from ADVANCE BEAUTY TECHS ACADEMY. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination

## **ACADEMIC CALENDAR**

### **Class Start Dates**

Barbering/Barber Cross-Over	Classes begin every other Tuesday
Cosmetology	Classes begin every other Tuesday
Esthetician	Class starts the 1 <sup>st</sup> Tuesday of every month
Manicurist	Classes begin every other Tuesday
Teacher Trainee Program	To be scheduled by School Director

### **School Holidays**

Advance Beauty Techs Academy observes the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day

- Veteran's Day
- Thanksgiving Day
- Christmas Break

If the college is unexpectedly closed due to unforeseen circumstances, students will be notified. Students are to return the following scheduled day, unless otherwise instructed.

## **GENERAL SCHOOL POLICIES**

The director of the school and teacher in charge of training programs have the responsibility for establishing and maintaining high standards of performance, enforcing efficiency of operation and discipline, including the right to increase, decrease, or rotate class assignments and schedules, and to formulate curriculum, methods and modes of instruction: to promote, demote, discharge or discipline for cause.

### **Student Conduct**

Students are expected to conduct themselves in a manner appropriate to a professional work environment. They are at all times required to follow the rules of conduct given to them at orientation. If their instructor or other staff members determine a student's conduct inappropriate, they will be warned about their conduct and improvement will be expected. If the inappropriate conduct continues, the student will be terminated from the program.

### **Dress Code**

ADVANCE BEAUTY TECHS ACADEMY dress code is to assist our students in becoming acquainted and comfortable with the dress expected by employers. All students are expected to dress in a uniform provided as part of the kit, and must at all times be neat, clean and have proper hygiene to work with the general public. ADVANCE BEAUTY TECHS ACADEMY reserves the right to make minor modifications in the dress code when it believes such action is necessary. Course specific uniforms covered in detail in section 12 of Rules and Regulations on page 32 of this catalog.

### **Grading Policy**

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. The instructor provides an Evaluation Report to students at the completion of specific clock hour periods. Please refer to the Satisfactory Academic Progress Policy, Evaluation Periods section. The evaluation will reflect the overall attendance and academic progress of the student.

The system detailed below is the system utilized to measure acceptable performance:

Theory Grading		Point/Grades for Practical/Clinical Work	
90%-100%	"A" ----- Excellent	90%-100%	"A" .....
80%-89%	"B" ----- Average	80%-89%	"B" .....
70%-79%	"C" ----- Satisfactory	70%-79%	"C" .....
60%-69%	"D" ----- Unsatisfactory	60%-69%	"D" .....
Below 59%	"F" ----- Failing	Below 59%	"F" .....

### **Career Assistance/Career Advising**

Advance Beauty Techs Academy takes a personal interest in each individual student. Every student is extended the privilege of consulting with the School Director at any time. The Academy offers career individual placement.

Career assistance is available to graduates and students at no additional charge. Upon graduation, student's names are recorded in the student register and the process of follow-up begins. When students take the licensing examination, a record of their pass or fail is documented in the student's record. Students are encouraged to return for placement assistance by reviewing the listing of salons seeking employees and the requirements, salary and other pertinent information regarding the position. However, the school does not guarantee placement to any student.

### **Library Policy**

Books and Video's, DVD's, may be checked out by presenting your time card and the library card from the book signed out with your signature at receptionist desk. All materials are to be kept on school premises. Any other arrangement needed will only be approved by the school director. Use of school computers for internet study assignments and on-line testing review for all programs will be done with teacher's approval only.

### **Notice of Students Rights**

1. You may cancel your contract for school, without any penalty or obligation up to the seventh day following your first class session as described in the Notice of Cancellation form that will be given to you by the Financial Aid Office by the first day of class.
2. **Read the Notice of Cancellation section of the Enrollment Agreement** for an explanation of your cancellation rights and responsibilities. If you have lost your Enrollment Agreement ask the school for a copy.

- After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the program not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a copy of the refund policy.

## **Drug-Free School Policy**

ADVANCE BEAUTY TECHS ACADEMY is approved by the Bureau for Private Postsecondary Institution that is required to have all students follow all of the standards of conduct required by the State of California regarding the Drug-Free Schools and Campuses Act. This law prohibits all use or unlawful possession, or distribution of illicit drugs and alcohol on school property.

It must be clearly understood by all students that the sanctions for violating these State and Federal laws will be strictly enforced. Possession or being found under the influence of drugs can be punishable by imprisonment in state jail for up to 1 year for the first offense.

The school reserves the right to call local authorities to inspect the premises if there is suspicion of drug activity.

In addition to the legal risks associated with drugs, a health risk should also be of concern to students attending ADVANCE BEAUTY TECHS ACADEMY. For your information listed below is a description of the expected health risks that are common to those that choose to take the chance to use drugs and alcohol while attending ADVANCE BEAUTY TECHS ACADEMY and after completion of training.

### **Health Risk of Using Drugs**

- Nerve cell damage
- Impairment in learning, and memory, precision, and judgment
- AIDS, hepatitis and other diseases caused by injecting cocaine with contaminated kit
- Death by cardiac arrest or respiratory failure
- Addiction

### **Health Risks of Using Alcohol**

- Dizziness and Slurred Speech
- Nausea, Vomiting and Hangovers
- Impaired Motor skills
- Fetal Alcohol syndrome
- Respiratory Depression and Death
- Addiction

ADVANCE BEAUTY TECHS ACADEMY does not provide drug counseling, treatment, or rehabilitation programs as part of our student services but we will give students a referral to counseling treatment facilities or a rehabilitation program available to all students. If a student has a problem with any association with drugs and alcohol, they will be tested by a certified testing agency at the student's expense. If the tests result in a positive determination by Hill Counseling in Temecula, CA, the student will be referred to counseling. ADVANCE BEAUTY TECHS ACADEMY makes the following information available to students, staff, and instructors. Students who are terminated from the program because of testing positive for drug use can only be re-admitted after they have successfully completed a certified rehabilitation program at the Director's sole discretion.

California Recovery Clinics  
710 South Rimpau Ave.  
Corona, CA  
(951) 549-8889

A Better Community Counseling Program  
268 North Lincoln Ave.  
Corona, CA  
(951) 734-3399

## **Statement of Non-Discrimination**

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

## **Housing**

Advance Beauty Techs Academy does not offer a housing facility and has no dormitories. It has no responsibility to find or assist a student in finding housing. Average cost of housing is from \$1100-\$1450 for a 1 bedroom apartment within a 5 mile radius.

## **Programs Offered/Tuition Cost**

<b>Course</b>	<b>Tuition</b>	<b>Reg. Fees</b>	<b>Supplies</b>	<b>Other</b>	<b>STRF</b>	<b>Total</b>	<b>Completion Schedule</b>
<b>Cosmetology</b>	\$18,400.00	\$100.00	\$ 1,530.00	0.00	0.00	\$20,030.00	64 weeks
<b>Barbering</b>	\$17,250.00	\$100.00	\$ 1,437.00	0.00	0.00	\$18,787.00	60 weeks
<b>Teacher Trainee Program</b>	\$6,600.00	\$100.00	\$ 1,657.00	0.00	0.00	\$8,232.00	24 weeks
<b>Esthetician</b>	\$7,500.00	\$100.00	\$ 1,993.00	0.00	0.00	\$9,593.00	37.5 weeks
<b>Manicurist</b>	\$3,600.00	\$100.00	\$ 1,871.00	0.00	0.00	\$5,571.00	27 weeks
<b>Barber Crossover</b>	\$2,500.00	\$100.00	\$ 466.00	0.00	0.00	\$3,066.00	6.25 weeks



ADVANCE BEAUTY TECHS ACADEMY/BEAUTY ACADEMY reserves the right to change the Tuition Fees and make subject changes without prior notice.

Equipment will ONLY be released upon Financial Aid clearance.

Acceptable forms of payment are cash, credit card, money order, personal check, Title IV funds, and/or Student loans. Payment terms will be determined at the time the student signs the enrollment agreement.

## Extra Instructional Charges Policies

Students are expected to complete their training within the on time grad date as specified in the Enrollment Agreement. If a student exceeds the expected schedule graduation date as outlined in the enrollment agreement, an extra instruction charge will be assessed for the balance of the hours required of the completion of course. Students will not be allowed to graduate and no transcript or proof of training will be released until all payments and financial obligations to the school are paid. As of June 2018 additional weeks were added to the contract date as grace period. **The fully executed samples submitted did not contain this grace period.**

### Grace periods

6 weeks Barbers/Cosmos      3 weeks Esthetician      2 weeks Manicurist      Cross-over None

Additional Charges will be assessed for any student who does not complete a course within the allotted enrollment period at a rate of:

Cosmetology = \$11.50 hour      Teacher Trainee Program = \$11.00 hour      Manicurist = \$9.00 hour  
Barber = 11.50 hour      Esthetician = \$12.50 hour      Barber Cross-over = \$12.50 hour

Acceptable forms of payment for extra institutional charges are cash, credit card, and money order.

## Scholarships

At this time the Academy does not award institutional scholarship incentives. Any change will not affect attending students.

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

## Program Incomplete, Repetitions, Non-credit Remedial

Program incompleteness, repetitions and non-credit remedial programs are not offered at this institution.

## Grievance Procedure / Complaint Policy

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 your immediate instructor.
3. If you are unable to deliver the form to the instructor, you may deliver it to the School Director.
4. The School Director will evaluate the grievance and set up an appointment with the individuals involved within 10 days from the receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.

In the event a student has a grievance which cannot be resolved to his/her satisfaction with the student's instructor; the student is to make grievance known to the School Director. If no arrangements have been made, the student can write his/her grievance to: **Attn: Yolanda T. Duran, c/o Advance Beauty Techs Academy at 2191 Sampson Ave., Ste. #105, Corona, California 92879.** It is strongly recommended that all grievances be presented in writing. The College will provide a corresponding written response to all grievances. If the issues remain unresolved, student may present their grievance to the agencies listed below.

Any grievance you cannot work out with the College may be directed to:

### **Board of Barbering & Cosmetology (BBC)**

2420 Del Paso Road, Suite 100  
Sacramento, Ca 95834  
(800) 952-5210

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

**\*Note: You may contact the Bureau at any time during the grievance process.**

### **Bureau for Private Postsecondary Education**

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

Physical Address: 2535 Capitol Oaks Drive, Suite 400  
Sacramento, Ca, 95833

Phone (916) 431-6959  
TOLL FREE: 1 (888) 370-7589  
Fax (916) 263-1897  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

A Student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

# Advance Beauty Techs Academy

## Cosmetology Course Outline SOC# 39-5012

(1600 Clock Hours)

The curriculum for students enrolled in a cosmetology program consist of sixteen hundred hours (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering 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. Such technical instruction and practical operations shall include:

### Minimum Specified Practical Operations:

100 Disinfection and Sanitation	100 Wet Hair Styling	20 Eyebrow Arching and Hair Removal
80 Permanent Waving	125 Thermal Hair Styling	10 Manual Facials
60 Press and Curl	120 Hair Cutting	15 Chemical Facials (Masks, scrubs)
50 Chemical Straightening	45 Hair Coloring	15 Electrical Facials
35 Hair Bleaching	15 Water and Oil Manicures	10 Complete Pedicures
30 Scalp and Hair Treatments	50 Artificial Nail Tips	25 Make – Up Applications
50 Acrylic Liquid Powder Brush On	20 Nail Wraps & Repairs, Gels	25 Hair Extensions

### Subject of Technical Instruction:

### Minimum Hours of Technical Instruction

<b>1. The Cosmetology Act and the Bureau's Rules and Regulations</b>	40
<b>2. Cosmetology Chemistry :</b> <ul style="list-style-type: none"> <li>▪ The chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations.</li> <li>▪ The elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.</li> </ul>	20
<b>3. Health and Safety/Hazardous Substances:</b> <ul style="list-style-type: none"> <li>▪ Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics.</li> <li>▪ Training in communicable diseases, including HIV, AIDS, and Hepatitis B</li> </ul>	45
<b>4. Theory of Electricity in cosmetology:</b> <ul style="list-style-type: none"> <li>▪ The nature of electrical, current, principles of operating electrical devices, and various safety precautions used when operating electrical devices.</li> </ul>	5
<b>5. Disinfection and Sanitation:</b> <ul style="list-style-type: none"> <li>▪ Procedures to protect the health and safety of the consumer as well as the technician.</li> <li>▪ The <u>ten</u> requirement operations shall entail performing all necessary functions for disinfecting instruments and kit as specified in Section 979 and 980.</li> <li>▪ Disinfecting should be emphasized through-out the entire training period and must be performed before use of all instruments and kit.</li> </ul>	40
<b>6. Bacteriology, Anatomy, and Physiology</b> Human Anatomy, Human Physiology, Bacteriology, Analysis and Conditions.	30
<b>7. Wet Hair Styling:</b> Hair analysis, shampooing, finger waving, pin, curling, comb-outs.	30
<b>8. Thermal Hair Styling</b> <ul style="list-style-type: none"> <li>▪ Hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blow styling. A. Thermal Styling B. Press and Curl</li> </ul>	35
<b>9. Permanent Waving:</b> <ul style="list-style-type: none"> <li>▪ Hair Analysis, chemical and heat permanent waving.</li> </ul>	20
<b>10. Chemical Straightening:</b> <ul style="list-style-type: none"> <li>▪ Hair Analysis and the use of sodium hydroxide and other base solutions.</li> </ul>	20
<b>11. Hair Cutting :</b> <ul style="list-style-type: none"> <li>▪ Hair analysis and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.</li> </ul>	20
<b>12. Hair Coloring and Bleaching:</b> <ul style="list-style-type: none"> <li>▪ Hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching and the use of dye removers. (Shall not include credit for color rinses.)</li> </ul>	60
<b>13. Hair Extensions:</b> <ul style="list-style-type: none"> <li>▪ Placement and application of hair extensions.</li> </ul>	25
<b>14. Scalp and Hair Treatments:</b> <ul style="list-style-type: none"> <li>▪ Hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments</li> </ul>	5

<b>15. Facials:</b> <ul style="list-style-type: none"> <li>▪ Manual-Cleansing, scientific manipulations, packs and masks</li> <li>▪ Electrical- The use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes. (However machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.)</li> <li>▪ Electrical-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.</li> </ul>	5 10  10
<b>16. Eyebrow Arching and Hair Removal :</b> <ul style="list-style-type: none"> <li>▪ The use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.</li> </ul>	10
<b>17. Make-Up:</b> <ul style="list-style-type: none"> <li>▪ Skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.</li> </ul>	15
<b>18. Manicuring and Pedicuring:</b> <ul style="list-style-type: none"> <li>▪ Water and Oil Manicure, including nail analysis, and hand and arm massage.</li> <li>▪ Complete Pedicure, including nail analysis, and foot and ankle massage.</li> </ul>	5 5
<b>19. Artificial Nails</b> <ol style="list-style-type: none"> <li>1. Liquid and Powder Brush-On</li> <li>2. Artificial Nail Tips</li> <li>3. Nail Wraps and Repairs, Gels</li> </ol>	10 10 5
<b>20. Additional Instruction</b> Salon management, communications skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards. developing a resume, Job Preparation skills, Interview preparation, Job search skills, and other subjects relating to the cosmetology field.	120

**Cosmetology Performance Objective:**

- Acquire knowledge of laws and regulations of California’s cosmetology establishment practices.
- Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
- Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry and theory. Acquire business management techniques common to cosmetology.

**Text Book/Instructional Materials:**

- Milady’s Standard Cosmetology Theory Book
- Milady’s Standard Test Booklet
- The Barbering and Cosmetology Act
- \*Students will be responsible for supplying minimal materials.
- The Performance Criteria developed by the Board
- Milady’s Standard Cosmetology Workbook
- The Rules and Regulations of the Board of Barbering and Cosmetology

**Instructional Methods:**

Instruction will be presented in the form of lecture, presentations, demonstrations, visual aids, textbook study, practical assignments, classroom projects, field trips (students are responsible for their own transportation), practice on mannequins, clinic patrons, classmates, community service, fashion shows, photo shoots, or any required assignments.

**Skills to be developed:**

Learn the application of artificial nail services such as acrylics, nail wraps, nail tips, gel, and the proper use of the implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face and hands prior to all services to determine any disorders. Learn the procedures and terminology used in performing all cosmetology services. Learn the application of daytime and evening make-up to include the application of individual and strip eyelashes. Learn the proper procedure of manicuring to include water and oil manicure and pedicuring, and nail art.

## Career Assistance/Career Advising

Advance Beauty Techs Academy takes a personal interest in each individual student. Every student is extended the privilege of consulting with the School Director at any time. The Academy offers career individual placement.

Career assistance is available to graduates and students at no additional charge. Upon graduation, student's names are recorded in the student register and the process of follow-up begins. When students take the licensing examination, a record of their pass or fail is documented in the student's record. Students are encouraged to return for placement assistance by reviewing the listing of salons seeking employees and the requirements, salary and other pertinent information regarding the position. However, the school does not guarantee placement to any student.

### Attitudes and appreciation to be developed:

Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues. Develop team work, working with the community while developing people skills and self worth.

### Potential occupations after completion:

Hair stylist, esthetician, manicurist, make-up artist, cosmetic or beauty product representative and some areas of dermatology and plastic surgery.

### Grading Procedures:

#### Theory grading scale:

90%-100%	A (Excellent)
80%-89%	B (Average)
70%-79%	C (Satisfactory)
60%-69%	D (Unsatisfactory)
Below 59	F (Fail)

#### Practical/Laboratory work grading scale:

90%-100%	A (Excellent)
80%-89%	B (Average)
70%-79%	C (Satisfactory)
60%-69%	D (Unsatisfactory)
Below 59	F (Fail)

Students must maintain a "C" Satisfactory (minimum of 75% in theory work and in practical/clinic work) in order to be considered making satisfactory progress.

**Note:** Attendance is evaluated on a cumulative basis. At each evaluation period, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy and scheduled hours indicated on their enrollment contract.

## GRADUATION REQUIREMENTS/DOCUMENTS

When a student who has completed the required theory hours and practical operations with a GPA of "C" (75%) or better, and completed a simulated (Mock Board), the student is awarded a diploma certifying their graduation from ADVANCE BEAUTY TECHS ACADEMY. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination.

### Licensing requirements:

Applicants must be 17 years of age or older and have completed the 10<sup>th</sup> 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 licensing exam (written and practical) with an overall average of 75%.

# Advance Beauty Techs Academy

## Barbering Course Outline SOC# 39-5011

(1500 Clock

### Hours)

The curriculum for students enrolled in a barber course shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices of the art of barbering pursuant to section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation is the actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

### Minimum Specified Practical Operations:

750 Haircuts and Hairstyles	25 Shampoos	25 Hair Coloring & Tinting
55 Shaves	20 Scalp Manipulations	25 Hair Processing & Relaxing
20 Rest Facials	25 Hair Waving and Curling	60 Disinfection & Sanitation

### Subject of Technical Instruction:

### Minimum Hours of Technical Instruction

Subject of Technical Instruction	Minimum Hours of Technical Instruction
<b>1. The Barbering Act and the Bureau's Rules and Regulations</b> <ul style="list-style-type: none"> <li>California Rules and Regulations</li> <li>Preparing for State Board Exams</li> </ul>	40
<b>2. Theory Of Barbering</b> <ul style="list-style-type: none"> <li>History of Barbering</li> <li>Origin of the Barber</li> <li>Modern Barber and Barbering</li> </ul>	40
<b>3. Health and Safety/Hazardous Substances:</b> <ul style="list-style-type: none"> <li>Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics.</li> <li>Training in communicable diseases, including HIV, AIDS, and Hepatitis B</li> </ul>	40
<b>4. Hair Cuts &amp; Hair Styles</b> <ul style="list-style-type: none"> <li>Training in cuts with straight razor, safety using straight blade on the skin, Hair clippers</li> <li>Men hair cutting, hair styling, female hair cutting, styling ,Hair styling,</li> <li>Training in Thermal styling, Shampooing, Hair analysis</li> </ul>	30
<b>5. Shaves</b> <ul style="list-style-type: none"> <li>Shaving and Facial Hair Design</li> </ul>	40
<b>6. Rest Facials</b> <ul style="list-style-type: none"> <li>Men's Facials Massage and Treatments</li> </ul>	20
<b>7. Shampoo</b> <ul style="list-style-type: none"> <li>The importance of shampooing, scalp massage, Shampoo , conditioners, Draping, Men's and women shampoo, Shampoo procedures</li> </ul>	40
<b>8. Scalp Manipulations</b> <ul style="list-style-type: none"> <li>Treatments of the hair and scalp, Skin and Scalp Disorders</li> <li>Manual scalp manipulation, and other hair treatments</li> </ul>	20
<b>9. Hair Waving &amp; Curling</b> <ul style="list-style-type: none"> <li>Introduction to chemical waving, Hair analysis, Thermal styling, blow dryer, hot combs</li> <li>Method of hot combs and hot irons</li> </ul>	20
<b>10. Hair Color &amp;Tinting</b> <ul style="list-style-type: none"> <li>Hair structure, Color Theory, Special effects Hair coloring and Lightening</li> <li>Coloring Mustaches and Beards, Hair coloring and Lightening Safety Precautions</li> </ul>	25
<b>11. Hair Processing &amp; Relaxing</b> <ul style="list-style-type: none"> <li>Chemical Texture Services Defined, Client consultation, Permanent Waving,</li> <li>Chemical relaxing, Reformation curls</li> </ul>	25
<b>12. Additional Training</b> Salon management, communications skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, preparing a resume, developing a resume. Job Preparation skills, Interview preparation, Job search skills, and other subjects relating to the employment development, and other subjects relating to the barbering field.	155

### Barber Performance Objective:

Acquire knowledge of laws and rules regulating California's Barbering and Cosmetology establishments, practices and understand sterilization procedures. Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry,

and theory relative to practical procedures, perform, and acquire business management technique common to barbering and cosmetology.

### Text Book/Instructional Materials:

Milady's Standard Barbering Theory Book	The Performance Criteria develop by the Board
Milady's Standard Test Booklet	Milady's Standard Barbering Workbook
The Barbering and Cosmetology Act	The Rules and Regulations of the Board of Barbering and Cosmetology

\*Students will be responsible for supplying minimal materials.

### Instructional Methods:

Instruction will be presented in the form of lecture, presentations, demonstrations, visual aids, textbook study, practical assignments, classroom projects, field trips (students are responsible for their own transportation), practice on mannequins, clinic patrons, classmates, community service, fashion shows, photo shoots, or any required assignments.

### Skills to be developed:

Use of proper implements relative to all barbering and cosmetology services. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the scalp, face and skin, prior to all services to determine any disorders. Develop the knowledge of safety precautions in used in performing all barbering and cosmetology services.

### Career Assistance/Career Advising

Advance Beauty Techs Academy takes a personal interest in each individual student. Every student is extended the privilege of consulting with the School Director at any time. The Academy offers career individual placement.

Career assistance is available to graduates and students at no additional charge. Upon graduation, student's names are recorded in the student register and the process of follow-up begins. When students take the licensing examination, a record of their pass or fail is documented in the student's record. Students are encouraged to return for placement assistance by reviewing the listing of salons seeking employees and the requirements, salary and other pertinent information regarding the position. However, the school does not guarantee placement to any student.

### Attitudes and appreciation to be developed:

Appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues. Develop team work, working with the community while developing people skills and self worth.

### Potential occupations after completion:

Barber stylist, product representative and company demonstrator.

### Grading Procedures:

#### Theory grading scale:

90%-100%	A (Excellent)
80%-89%	B (Average)
70%-79%	C (Satisfactory)
60%-69%	D (Unsatisfactory)
Below 59	F (Fail)

#### Practical/Laboratory work grading scale:

90%-100%	A (Excellent)
80%-89%	B (Average)
70%-79%	C (Satisfactory)
60%-69%	D (Unsatisfactory)
Below 59	F (Fail)

Students must maintain a "C" Satisfactory (minimum of 75% in theory work and in practical/clinic work) in order to be considered making satisfactory progress.

**Note:** Attendance is evaluated on a cumulative basis. At each evaluation period, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy and scheduled hours indicated on their enrollment contract.

## GRADUATION REQUIREMENTS/DOCUMENTS

When a student who has completed the required theory hours and practical operations with a GPA of "C" (75%) or better, and completed a simulated (Mock Board), the student is awarded a diploma certifying their graduation from ADVANCE BEAUTY TECHS ACADEMY. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination.

### Licensing requirements:

Applicants must be 17 years of age or older and have completed the 10<sup>th</sup> 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 licensing exam (written and practical) with an overall average of 75%.

# Advance Beauty Techs Academy

## Barber Cross-Over Course Outline (For Cosmetologist) SOC#39-5011 (200 Clock Hours)

The curriculum for students enrolled in a barber cross-over course shall consist of four hundred (200) clock hours of technical instruction and practical operations covering all practices of the art of barbering pursuant to section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation is the actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

### Minimum Specified Practical Operations:

5 Haircuts and Hairstyles	1 Shampoos	5 Hair Coloring and Tinting
20 Shaves	5 Scalp Manipulations	5 Hair Processing & Relaxing
20 Rest Facials	5 Hair Waving and Curling	5 Disinfection & Sanitation

### Subject of Technical Instruction:

### Minimum Hours of Technical Instruction

<b>1. The Barbering Act and the Bureau's Rules and Regulations</b> <ul style="list-style-type: none"> <li>California Rules and Regulations</li> <li>Preparing for State Board Exams</li> </ul>	6
<b>2. Theory Of Barbering</b> <ul style="list-style-type: none"> <li>History of Barbering</li> <li>Origin of the Barber</li> <li>Modern Barber and Barbering</li> </ul>	6
<b>3. Health and Safety/Hazardous Substances:</b> <ul style="list-style-type: none"> <li>Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics.</li> <li>Training in communicable diseases, including HIV, AIDS, and Hepatitis B</li> </ul>	5
<b>4. Hair Cuts &amp; Hair Styles</b> <ul style="list-style-type: none"> <li>Training in cuts with straight razor, safety using straight blade on the skin, Hair clippers</li> <li>Men hair cutting, hair styling, female hair cutting, styling ,Hair styling,</li> <li>Training in Thermal styling, Shampooing, Hair analysis</li> </ul>	2
<b>5. Shaves</b> <ul style="list-style-type: none"> <li>Shaving and Facial Hair Design</li> </ul>	50
<b>6. Rest Facials</b> <ul style="list-style-type: none"> <li>Men's Facials Massage and Treatments</li> </ul>	50
<b>7. Shampoo</b> <ul style="list-style-type: none"> <li>The importance of shampooing, scalp massage, Shampoo , conditioners, Draping, Men's and women shampoo, Shampoo procedures</li> </ul>	2
<b>8. Scalp Manipulations</b> <ul style="list-style-type: none"> <li>Treatments of the hair and scalp, Skin and Scalp Disorders</li> <li>Manual scalp manipulation, and other hair treatments</li> </ul>	2
<b>9. Hair Waving &amp; Curling</b> <ul style="list-style-type: none"> <li>Introduction to chemical waving, Hair analysis, Thermal styling, blow dryer, hot combs</li> <li>Method of hot combs and hot irons</li> </ul>	2
<b>10. Hair Color &amp;Tinting</b> <ul style="list-style-type: none"> <li>Hair structure, Color Theory, Special effects Hair coloring and Lightening</li> <li>Coloring Mustaches and Beards, Hair coloring and Lightening Safety Precautions</li> </ul>	2
<b>11. Hair Processing &amp; Relaxing</b> <ul style="list-style-type: none"> <li>Chemical Texture Services Defined, Client consultation, Permanent Waving,</li> <li>Chemical relaxing, Reformation curls</li> </ul>	2

### Barber Performance Objective:

Acquire knowledge of laws and rules regulating California's Barbering and Cosmetology establishments, practices and understand sterilization procedures. Acquire the knowledge of general theory relative to Barbering, including anatomy, physiology, chemistry, and theory relative to practical procedures, perform, and acquire business management technique common to barbering and cosmetology.

### **Text Book/Instructional Materials:**

Milady's Standard Barbering Theory Book

Milady's Standard Test Booklet

The Barbering and cosmetology Act

\*Students will be responsible for supplying minimal materials.

The Performance Criteria develop by the Board

Milady's Standard Barbering Workbook

The Rules and Regulations of the Board of Barbering and Cosmetology

### **Instructional Methods:**

Instruction will be presented in the form of lecture, presentations, demonstrations, visual aids, textbook study, practical assignments, classroom projects, field trips (students are responsible for their own transportation), practice on mannequins, clinic patrons, classmates, community service, fashion shows, photo shoots, or any required assignments.

### **Skills to be developed:**

Use of proper implements relative to all barbering and cosmetology services. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the scalp, face and skin, prior to all services to determine any disorders. Develop the knowledge of safety precautions in used in performing all barbering and cosmetology services.

### **Career Assistance/Career Advising**

Advance Beauty Techs Academy takes a personal interest in each individual student. Every student is extended the privilege of consulting with the School Director at any time. The Academy offers career individual placement.

Career assistance is available to graduates and students at no additional charge. Upon graduation, student's names are recorded in the student register and the process of follow-up begins. When students take the licensing examination, a record of their pass or fail is documented in the student's record. Students are encouraged to return for placement assistance by reviewing the listing of salons seeking employees and the requirements, salary and other pertinent information regarding the position. However, the school does not guarantee placement to any student.

### **Attitudes and appreciation to be developed:**

Appreciate good workmanship common to barbering, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues. Develop team work, working with the community while developing people skills and self worth.

### **Potential occupations after completion:**

Barber stylist, product representative and company demonstrator.

### **Grading Procedures:**

#### Theory grading scale:

90%-100%	A (Excellent)
80%-89%	B (Average)
70%-79%	C (Satisfactory)
60%-69%	D (Unsatisfactory)
Below 59	F (Fail)

#### Practical/Laboratory work grading scale:

90%-100%	A (Excellent)
80%-89%	B (Average)
70%-79%	C (Satisfactory)
60%-69%	D (Unsatisfactory)
Below 59	F (Fail)

Students must maintain a "C" Satisfactory (minimum of 75% in theory work and in practical/clinic work) in order to be considered making satisfactory progress.

**Note:** Attendance is evaluated on a cumulative basis. At each evaluation period, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy and scheduled hours indicated on their enrollment contract.

## **GRADUATION REQUIREMENTS/DOCUMENTS**

When a student who has completed the required theory hours and practical operations with a GPA of "C" (75%) or better, and completed a simulated (Mock Board), the student is awarded a diploma certifying their graduation from ADVANCE BEAUTY TECHS ACADEMY. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination.

### **Licensing requirements:**

Applicants must be 17 years of age or older and have completed the 10<sup>th</sup> 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 licensing exam (written and practical) with an overall average of 75%.



# Advance Beauty Techs Academy

## Esthetician Course Outline SOC# 39-5094

(600 Clock Hours)

The student enrolled in an Esthetician course consists of six hundred (600) clock hours of technical instruction and practical operations covering all practices of skin care. 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. Such technical instruction and practical operations shall include:

### Minimum Specified Practical Operations:

60 Disinfection and Sanitation	15 Preparation
40 Facials-Manual	15 Hair Removal and Eyebrow Arching, Tweezers
60 Facials- Electrical	40 Make-ups and Eyelash Application
40 Chemicals (Skin Peels, Packs, Masks and Scrubs)	

### Subject of Technical Instruction:

### Minimum Hours of Technical Instruction

<b>1. The Cosmetology Act and the Bureau's Rules and Regulations</b>	15
<b>2. Cosmetology Chemistry Related to Esthetician Practices :</b>	15
<ul style="list-style-type: none"> <li>▪ The chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations.</li> <li>▪ The elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.</li> </ul>	
<b>3. Health and Safety/Hazardous Substances:</b>	40
<ul style="list-style-type: none"> <li>▪ Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics.</li> <li>▪ Training in communicable diseases, including HIV, AIDS, and Hepatitis B</li> </ul>	
<b>4. Basics of Electricity:</b>	10
<ul style="list-style-type: none"> <li>▪ The nature of electrical, current, principles of operating electrical devices, and various safety precautions used when operating electrical equipment.</li> </ul>	
<b>5. Disinfection and Sanitation:</b>	15
<ul style="list-style-type: none"> <li>▪ Procedures to protect the health and safety of the consumer as well as the technician.</li> <li>▪ The <u>ten</u> requirement operations shall entail performing all necessary functions for disinfecting instruments and kit as specified in Section 979 and 980.</li> <li>▪ Disinfecting should be emphasized through-out the entire training period and must be performed before use of all instruments and kit.</li> </ul>	
<b>6. Bacteriology, Anatomy, Physiology, Skin Analysis and Conditions</b>	25
<ul style="list-style-type: none"> <li>▪ Human Anatomy, Human Physiology, Bacteriology, Analysis and Conditions.</li> </ul>	
<b>7. Facials:</b>	
<ul style="list-style-type: none"> <li>▪ <b>Manual</b>-Cleansing, scientific manipulations, packs and masks</li> <li>▪ <b>Electrical</b>- The use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes. (However machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.)</li> <li>▪ <b>Chemical</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.</li> </ul>	25 25 20
<b>8. Preparation:</b>	20
<ul style="list-style-type: none"> <li>▪ Client consultation, in take procedures, and professionalism.</li> <li>▪ Client record keeping, pre and post operative care, CPR/AED, salon and spa skills.</li> </ul>	
<b>9. Hair Removal and Eyebrow Arching:</b>	30
<ul style="list-style-type: none"> <li>▪ The use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.</li> </ul>	
<b>10. Make-Up:</b>	20
<ul style="list-style-type: none"> <li>▪ Skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.</li> </ul>	
<b>11. Additional training will be given in the following subject matters:</b>	70
Salon management, communications skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards. Preparing a resume, developing a resume. Job Preparation skills, Interview preparation, Job search skills, and other subjects relating to the independent contractors, employees, employers, employment development, and other subjects relating to the Esthetician field.	

### **Esthetician Performance Objective:**

Acquire knowledge of laws and rules regulating California's cosmetology establishment practices and understanding sterilization procedures. Acquire the knowledge of general theory relative to skin care, including anatomy, physiology, chemistry, and theory relative to practical procedures, perform, and acquire business management technique common to esthetician.

### **Text Book/Instructional Materials:**

Milady's Standard Esthetician Theory Book	The Performance Criteria develop by the Board
Milady's Standard Test Booklet	Milady's Standard Esthetician Workbook
The Barbering and cosmetology Act	The Rules and Regulations of the Board of Barbering and Cosmetology

\*Students will be responsible for supplying minimal materials.

### **Instructional Methods:**

Instruction will be presented in the form of lecture, presentations, demonstrations, visual aids, textbook study, practical assignments, classroom projects, field trips (students are responsible for their own transportation), practice on mannequins, clinic patrons, classmates, community service, fashion shows, photo shoots, or any required assignments.

### **Skills to be developed:**

The proper use of the implements relative to all skin care, make-up, facials, eyebrow arching, and hair removal. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the facial skin, prior to all services to determine any disorders. Develop the knowledge of safety precautions and use of facials, make-up, eyebrow arching, and hair removal.

### **Career Assistance/Career Advising**

Advance Beauty Techs Academy takes a personal interest in each individual student. Every student is extended the privilege of consulting with the School Director at any time. The Academy offers career individual placement.

Career assistance is available to graduates and students at no additional charge. Upon graduation, student's names are recorded in the student register and the process of follow-up begins. When students take the licensing examination, a record of their pass or fail is documented in the student's record. Students are encouraged to return for placement assistance by reviewing the listing of salons seeking employees and the requirements, salary and other pertinent information regarding the position. However, the school does not guarantee placement to any student.

### **Attitudes and appreciation to be developed:**

Be able to appreciate good workmanship common to skin care, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues. Develop team work, working with the community while developing people skills and self worth.

### **Potential occupations after completion:**

Make-up artist; cosmetic or beauty product representative, and some areas of dermatology and plastic surgery. (Under a licensed physician.)

### **Grading Procedures:**

<u>Theory grading scale:</u>		<u>Practical/Laboratory work grading scale:</u>	
90%-100%	A (Excellent)	90%-100%	A (Excellent)
80%-89%	B (Average)	80%-89%	B (Average)
70%-79%	C (Satisfactory)	70%-79%	C (Satisfactory)
60%-69%	D (Unsatisfactory)	60%-69%	D (Unsatisfactory)
Below 59	F (Fail)	Below 59	F (Fail)

Students must maintain a "C" Satisfactory (minimum of 75% in theory work and in practical/clinic work) in order to be considered making satisfactory progress.

**Note:** Attendance is evaluated on a cumulative basis. At each evaluation period, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy and scheduled hours indicated on their enrollment contract.

### **GRADUATION REQUIREMENTS/DOCUMENTS**

When a student who has completed the required theory hours and practical operations with a GPA of "C" (75%) or better, and completed a simulated (Mock Board), the student is awarded a diploma certifying their graduation from ADVANCE BEAUTY TECHS ACADEMY. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination.

#### **Licensing requirements:**

Applicants must be 17 years of age or older and have completed the 10<sup>th</sup> 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 licensing exam (written and practical) with an overall average of 75%.

# Advance Beauty Techs Academy

## Manicurist Course Outline SOC# 39-5092

(400 Clock Hours)

The student enrolled in a manicuring and pedicuring course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicuring and pedicuring. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation is the actual performance by the student of a complete service on another person.

### Minimum Specified Practical Operations:

10 Disinfection and Sanitation	30 Water and Oil Manicures
30 Complete Pedicures	80 Acrylic, liquid and powder brush on nails 2
20 Nail Wraps and Repairs	20 Nail Tips
60 Gel Nails	

### Subject of Technical Instruction:

### Minimum Hours of Technical Instruction

Subject of Technical Instruction	Minimum Hours of Technical Instruction
<b>1. The Cosmetology Act and the Bureau's Rules and Regulations</b>	10
<b>2. Cosmetology Chemistry Related to Manicuring Practices :</b>	10
<ul style="list-style-type: none"> <li>▪ The chemical composition and the purpose of nail care preparations.</li> </ul>	
<b>3. Health and Safety/Hazardous Substances:</b>	25
<ul style="list-style-type: none"> <li>▪ Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics.</li> <li>▪ Training in communicable diseases, including HIV, AIDS, and Hepatitis B</li> </ul>	
<b>4. Disinfection and Sanitation:</b>	20
<ul style="list-style-type: none"> <li>▪ Procedures to protect the health and safety of the consumer as well as the technician.</li> <li>▪ The <u>ten</u> requirement minimum operations shall entail performing all necessary functions for disinfecting instruments and kit as specified in Section 979 and 980.</li> <li>▪ Disinfecting should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment.</li> </ul>	
<b>5. Bacteriology, Anatomy, and Physiology</b>	10
Human Anatomy, Human Physiology, Bacteriology, Analysis and Conditions.	
<b>6. Water and Oil Manicures including hand and arm massages</b>	15
<ul style="list-style-type: none"> <li>▪ Water and Oil Manicure, including nail analysis, and hand and arm massage.</li> </ul>	
<b>7. Complete Pedicure including foot and ankle massages</b>	15
Complete Pedicure, including nail analysis, and foot and ankle massage.	
<b>8. Application of Artificial Nails</b>	
<ul style="list-style-type: none"> <li>▪ Acrylic, liquid and powder brush-ons.</li> <li>▪ Nail Tips</li> <li>▪ Nail Wraps and Repairs.</li> <li>▪ Gel Nails</li> </ul>	10 5 5 10
<b>9. Additional training will be given in the following subject matters:</b>	15
Salon management, communications skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards. Preparing a resume, developing a resume. Job Preparation skills, Interview preparation, Job search skills, and other subjects relating to the employment development, desk and reception and other subjects relating to the Manicuring field.	

### Manicurist Performance Objective:

1. Acquire knowledge of laws and rules regulating California cosmetology establishments, practices and understand sterilization procedures. Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures, perform, and acquire business management technique common to manicuring.

### Text Book/Instructional Materials:

Milady's Standard Cosmetology Theory Book

Milady's Standard Test Booklet

The Barbering and cosmetology Act

\*Students will be responsible for supplying minimal materials.

The Performance Criteria develop by the Board

Milady's Standard Cosmetology Workbook

The Rules and Regulations of the Board of Barbering and Cosmetology

### **Instructional Methods:**

Instruction will be presented in the form of lecture, presentations, demonstrations, visual aids, textbook study, practical assignments, classroom projects, field trips (students are responsible for their own transportation), practice on mannequins, clinic patrons, classmates, community service, fashion shows, photo shoots, or any required assignments.

### **Skills to be developed:**

Use of proper implement relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

### **Career Assistance/Career Advising**

Advance Beauty Techs Academy takes a personal interest in each individual student. Every student is extended the privilege of consulting with the School Director at any time. The Academy offers career individual placement.

Career assistance is available to graduates and students at no additional charge. Upon graduation, student's names are recorded in the student register and the process of follow-up begins. When students take the licensing examination, a record of their pass or fail is documented in the student's record. Students are encouraged to return for placement assistance by reviewing the listing of salons seeking employees and the requirements, salary and other pertinent information regarding the position. However, the school does not guarantee placement to any student.

### **Attitudes and appreciation to be developed:**

Appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues. Develop team work, working with the community while developing people skills and self worth.

### **Potential occupations after completion:**

Manicurist, product representative and company demonstrator

### **Grading Procedures:**

<u>Theory grading scale:</u>		<u>Practical/Laboratory work grading scale:</u>	
90%-100%	A (Excellent)	90%-100%	A (Excellent)
80%-89%	B (Average)	80%-89%	B (Average)
70%-79%	C (Satisfactory)	70%-79%	C (Satisfactory)
60%-69%	D (Unsatisfactory)	60%-69%	D (Unsatisfactory)
Below 59	F (Fail)	Below 59	F (Fail)

Students must maintain a "C" Satisfactory (minimum of 75% in theory work and in practical/clinic work) in order to be considered making satisfactory progress.

**Note:** Attendance is evaluated on a cumulative basis. At each evaluation period, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy and scheduled hours indicated on their enrollment contract.

### **GRADUATION REQUIREMENTS/DOCUMENTS**

When a student who has completed the required theory hours and practical operations with a GPA of "C" (75%) or better, and completed a simulated (Mock Board), the student is awarded a diploma certifying their graduation from ADVANCE BEAUTY TECHS ACADEMY. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination.

#### **Licensing requirements:**

Applicants must be 17 years of age or older and have completed the 10<sup>th</sup> 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 licensing exam (written and practical) with an overall average of 75%.

# Advance Beauty Techs Academy

## Teacher Trainee Program Course Outline SOC#25-1194 COSMETOLOGY / BARBER (600 Clock Hours)

The student enrolled in a Teacher Trainee Program course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of teaching the practices of the Cosmetology field. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performances by the trainee in a classroom environment.

### Minimum Specified Practical Operations:

50	Organization Techniques: 4 Step teaching method; Performance objectives; and Learning domains, etc.	50	Lesson Planning: subject; title; outlines; development; and visual aids, etc.
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### Subject of Technical Instruction:

### Minimum Hours of Technical Instruction

Subject of Technical Instruction	Minimum Hours of Technical Instruction
1. The Barbering Act and the Bureau's Rules and Regulations	40
2. Preparatory Instruction	
A) Instructional Techniques: method of instruction; lecture; demonstration; Performance; communication skills; instructional aides; and the use of Questions to promote learning.	40
B) Organization Techniques: 4 step teaching method; performance objectives; And learning domains, etc.	30
C) Lesson Planning: subject; title; outlines; development; and visual aids, etc.	60
D) Techniques of evaluation: purpose of test; types of test; test administration; Scoring; and grading, etc.	30
3. Conducting classroom and technical instruction and demonstration for three (3) Or more students on all practices of cosmetology, including the Barbering and cosmetology Act and Rules and Regulations.	140
4. Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory	100
5. Additional training will be given in the following subject matters:  Salon management, communications skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, preparing a resume, developing a resume, Job Preparation skills, Interview preparation, Job search skills, and other subjects relating to the employment development, and other subjects relating to the Teacher Training	60

### Teacher Trainee Program Course Objective:

Acquire knowledge of laws and rules regulating California Cosmetology establishment's practices and understand sterilization procedures. Acquire the knowledge of general theory relative to teaching the art of manicuring, skin care, cosmetology, including anatomy, physiology, chemistry, and theory relative to practical procedures, perform, and acquire business management technique common to Cosmetology Instructors.

### Text Book/Instructional Materials:

Milady's Standard Teacher Cosmetology Theory Book	The Performance Criteria develop by the Board
Milady's Standard Test Booklet	Milady's Standard Teacher Cosmetology Workbook
The Barbering and cosmetology Act	The Rules and Regulations of the Board of Barbering and Cosmetology

\*Students will be responsible for supplying minimal materials.

### Instructional Methods:

Instruction will be presented in the form of lecture, presentations, demonstrations, visual aids, textbook study, practical assignments, classroom projects, field trips (students are responsible for their own transportation), practice on mannequins, clinic patrons, classmates, community service, fashion shows, photo shoots, or any required assignments.

### Skills to be developed:

Develop the necessary skills to teach students in the Cosmetology, Esthetician or Manicurist fields. The necessary methods to acquire the required knowledge to pass the Bureau of Barbering and Cosmetology Exam of their field if instruction.

## Career Assistance/Career Advising

Advance Beauty Techs Academy takes a personal interest in each individual student. Every student is extended the privilege of consulting with the School Director at any time. The Academy offers career individual placement.

Career assistance is available to graduates and students at no additional charge. Upon graduation, student's names are recorded in the student register and the process of follow-up begins. When students take the licensing examination, a record of their pass or fail is documented in the student's record. Students are encouraged to return for placement assistance by reviewing the listing of salons seeking employees and the requirements, salary and other pertinent information regarding the position. However, the school does not guarantee placement to any student.

### Attitudes and appreciation to be developed:

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

### Potential occupations after completion:

Educator in any phase of the Cosmetology Field, product representative, company demonstrator and educator.

### Grading Procedures:

#### Theory grading scale:

90%-100%	A (Excellent)
80%-89%	B (Average)
70%-79%	C (Satisfactory)
60%-69%	D (Unsatisfactory)
Below 59	F (Fail)

#### Practical/Laboratory work grading scale:

90%-100%	A (Excellent)
80%-89%	B (Average)
70%-79%	C (Satisfactory)
60%-69%	D (Unsatisfactory)
Below 59	F (Fail)

Students must maintain a "C" Satisfactory (minimum of 75% in theory work and in practical/clinic work) in order to be considered making satisfactory progress.

**Note:** Attendance is evaluated on a cumulative basis. At each evaluation period, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy and scheduled hours indicated on their enrollment contract.

## GRADUATION REQUIREMENTS/DOCUMENTS

When a student who has completed the required theory hours and practical operations with a GPA of "C" (75%) or better, and completed a simulated (Mock Board), the student is awarded a diploma certifying their graduation from ADVANCE BEAUTY TECHS ACADEMY. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination.

### Licensing requirements:

Applicants must be 17 years of age or older and have completed the 10<sup>th</sup> 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 licensing exam (written and practical) with an overall average of 75%.

# FACULTY AND STAFF

President/ School Director

**Yolanda T. Duran**

## Faculty / Organizational Chart

**Financial Aid Officer**

Victoria Espinoza  
Karen M

**Supervising Instructor**

Karen Stadick

**Admissions Officer**

Natalie Guiza Leon

**Instructors:**

Tiffany McNeal  
Rochelle Leftridge  
Gina Evans  
Sandra Barbosa  
Skina Lockett  
Tye Stadick  
Sudan Lenner  
Katherine Stacurski

**Placement Officer**

Annabel Comparan

**Receptionist**

Angela Martinez

**VA Officer**

Yolanda Duran

**Substitute Instructors:**

Joni Pierce    Sandra Barbosa  
Tye Stadick    Yolanda Duran  
Karen Stadick

**Supervisor Instructor**

Karen Stadick

## EDUCATIONAL AND FACULTY QUALIFICATION LIST

### **INSTRUCTORS:**

**Tiffany McNeal**

Licensed Cosmetologist

6 Years

**Gina Evan**

Licensed Cosmetology

27 Years

**Rochelle Leftridge**

Licensed Barber

22 Years

**Sandra Barbosa**

Licensed Cosmetologist/Barber

11 Years

**Katherine Stacurski**

Licensed Esthetician

6 Years

**Substitute Instructor**

**Tye Stadick**

Licensed Barber

7 Years

Joni Pearce

Licensed Cosmetologist

35 Years

Licensed Cosmo

26 Years

Tye Stadick    Sandra Barbosa

Susan Lerner    Karen Stadick

Yolanda Duran

**Susan Lerner**

Licensed Esthetician

20 Years

**Karen Stadick**

Licensed Cosmetologist

26 Years

**Sikina Lockett**

Licensed Cosmetologist

13 Years

## School Rules and Regulations

*These rules are designed to form excellent work and attendance habits, aid in completing your program on time and help you become employed as a Cosmetologist, Barber, Manicurist, Esthetician and/or Teacher.*

1. School day hours are Tuesday – Saturday 8:30 a.m. – 5:00 p.m. – Evening hours are Monday – Friday 5:00p.m. – 10:00p.m.
2. Saturday you cannot clock in after 8:38am at all. This is a full salon day experience.
3. Time cards must be legible, no scratch outs, no white out. **Students must only punch their own timecards.**
4. A student must use the time clock to punch “IN” when entering and “OUT” when leaving school. Students will also be required to punch in and out for all breaks on the back of their time cards. Students must first check with their instructor before leaving for lunch. Student failing to do so will only receive credit for hours indicated by the time clock. Credited hours are indicated by the time clock.
5. **ANY STUDENT THAT CLOCKS IN OR OUT FOR ANOTHER STUDENT IS SUBJECT TO IMMEDIATE TERMINATION FROM THE SCHOOL. Clocking in for another student is a falsification of school records and will be treated as such.**
6. **STUDENTS WHO FORGET OR WHO DO NOT CLOCK IN OR OUT AS REQUIRED WILL LOSE THE RESPECTIVE HOURS FOR THE UNDOCUMENTED TIME.**
7. No student is allowed to clock out during school hours without permission from the instructor. Any time a student leaves the building during the day his/her time card must be left at the receptionist desk. No excessive clocking in or out will be accepted and will be deducted off your time card.
8. In case of illness or emergency on any day, the student must call in to notify any staff member of his/her absence anytime after 8:30 a.m.
9. A student who is tardy during the day (8:38 a.m.) cannot clock in until theory class is over and may not attend theory class. Students who are habitually tardy (5 times in a month) will be counseled with a written warning. If the student continues to be tardy the student will be suspended for 2 days. If it happens a third time the student must meet with the director and may be terminated. Any student with a Saturday contract must attend **Saturdays are mandatory**
10. Student will take lunch between 11:30 and 1:30 p.m. Lunch is thirty (30) minutes and will be staggered among students. Students should report missed lunch breaks to an instructor if they have not had lunch by 1:30 p.m. Evening student have break when instructor release class for break.
11. Student appearing in school with unkempt hair will be clocked out. Beauty needs are to be done on the student’s time before they arrive to school.
12. Students are required to be in class for roll call promptly and prepared with pens, pencils and paper, in clean, prescribed uniform.
  - A. **Cosmetology/Barber** students must wear a black uniform smock with a white undershirt, and black uniform pants. The uniform must be neat and clean at all times. Black uniform type closed toe and not heel shoes (hosiery or socks must be worn). All black tennis shoes. No Levi/Jean type material permitted. Student not in proper uniform will be sent home, any staff member has the right to send you home.
  - B. **Esthetician** students must wear a white uniform smock with white undershirt, and white uniform pants. White uniform type closed toe and no heel shoes (hosiery or socks must be worn). All white tennis shoes. No Levi/Jean type material permitted. Student not in proper uniform will be sent home, any staff member has the right to send you home.
  - C. **Manicuring** students must wear a sky blue undershirt and black uniform pants. The uniform must be neat and clean at all times. Black uniform type closed toe and no heel shoes. (Hosiery or socks must be worn). All black tennis shoes. No Levi/Jean type material permitted. Student not in proper uniform will be sent home, any staff member has the right to send you home.
  - D. **Teacher Trainee Program** students must wear a black teacher’s smock. Professional attire and closed toe and no heel shoes (hosiery or socks must be worn). All black tennis shoes. No Levi/Jean type material permitted. Any Teacher trainee unprofessionally dressed will be sent home by the school Director.
13. No gum chewing is allowed in the school at any time. Smoking is allowed in assigned areas only OUTSIDE of the building.
14. No visitors are permitted in the classroom or student lounge area unless approved by the school director.
15. School business phones may not be used for personal calls. If you have an emergency notify your Instructor for assistance. You are not permitted to leave a patron just to answer the phone.
16. Students are required to follow the rules of sanitation, disinfection and personal hygiene at all times.
17. Students must keep their workstation in class or on the floor, clean and sanitary at all times.
18. A minimum of ½ hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
19. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension (up to 3 days-duration Instructor’s discretion).



20. No student may leave patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
21. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be addressed accordingly.
22. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
23. **Any student caught vandalizing, stealing or using any items, materials, equipment that is not theirs, is subject to immediate termination subject to the sole discretion of the School Director. THE SCHOOL RESERVES THE RIGHT TO SEARCH EQUIPMENT BAGS AT ITS SOLE DISCRETION.**
24. **Any student leaving on a Leave of Absence must make accommodations with the school regarding equipment trolleys. The School is not responsible for any student equipment or materials.**
25. **Students must replace any equipment that is damaged or rendered useless by their careless actions.**
26. Students are responsible for the return of college materials or kit loaned to them. Students must not borrow kits from each other. Each student is solely responsible for his/her personal belongings and materials. If the student fails to secure their belongings, the school is not responsible for any items.
27. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students. Students may line up to clock out no earlier than 5 min. before 5:00 p.m.
28. A student must attend classes on all Fridays and Saturdays as scheduled, as well as the days immediately before and after holidays. A student may be required to produce medical documentation of illness. The college reserves the right to terminate a student if this rule is violated or if 14 days occur following 14 day rule.
29. Students have the privilege to consult (in this hierarchical order) the Instructors, Supervisor, and if needed, the School Director (by appointment) in regards to any student concern. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
30. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or illegal drugs. Student will be asked to leave school premises and be clocked out.
31. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Time cards will be audited by the college office. Credit will be given for applied effort only in continuously engaged in training and study of the Branch of cosmetology for which you are enrolled. All work must be checked by an instructor or credit will not be given. Records must be neat and clear of all transferred operations, and theory hours. They also must be signed and verified by the instructor.
32. All students will be expected to maintain an average of 75% in theory and in all practical subjects. Probationary status will result in case of failure to do so.
33. Only products furnished by the college may be used unless otherwise approved by the instructor.
34. Students must comply with all instructions, directions, orders, etc. given by personnel relative to school activities. Insubordination will not be tolerated.
35. Students must comply with school policies and state rules and regulations.
36. Notify administration office in writing immediately of any address or telephone changes.
37. Absence of Three (3) days or more without notification shall be considered cause for suspension. Any student absent more than fourteen days without notifying the Director may be terminated.
38. Any Student not complying with their theory or practical assignments may not be allowed to participate in other school activities.
39. **No cellular phones or head phone radios, IPods, ear phones or any other items that may interfere with students learning will be allowed to be used in the school at any time.**
40. **The school utilizes surveillance equipment and cameras in common areas.**
41. **Any Student who has graduated and is licensed must now pay for services.**

If parents need to call the student please use the school business phone (951) 817-2560, the student will be called out of class to the front office.

# *Advance Beauty Techs Academy*

## STUDENTS ACKNOWLEDGEMENT OF REVIEW AND RECEIPT OF SCHOOL RULES AND REGULATIONS

I, \_\_\_\_\_ HEREBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND HAVE RECEIVED A COPY OF THE SCHOOL RULES AND REGULATIONS. THIS INCLUDES THE SCHOOL STUDENT ACADEMIC PROGRESS POLICY. I ALSO ACKNOWLEDGE THAT IF GRANTED ADMISSION AND I AGREE TO ATTEND THE SCHOOL, I WILL ABIDE BY THESE SCHOOL RULES AND REGULATIONS.

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 STATE DISCLOSURE (SCHOOL PERFORMANCE REPORT), WHICH MUST BE PROVIDED TO YOU PRIOR TO SIGNING AN ENROLLMENT AGREEMENT.

STUDENT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

SCHOOL REPRESENTATIVE: \_\_\_\_\_ DATE \_\_\_\_\_

### **Main Campus:**

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# APPENDIX A

## Financial Aid Disclosures/FERPA

### 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 include:

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

FDirect Stafford Loans - Subsidize: Must be repaid FDirect Stafford Loans - Unsubsidized: Must be repaid\*\*\*

FDirect 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 ABT 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. (Internet access is also available @ <http://www.fafsa.ed.gov> or <http://studentaid.ed.gov>)

**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.

### FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces out-of-pocket costs that students 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.

### STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must: be admitted as a regular student; be enrolled or accepted for enrollment in an eligible program on at least a half time basis; be a citizen or an eligible non-citizen; not owe a refund on a FPELL Grant at any school; not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school; have financial need; be making satisfactory progress (as defined by the school's policy) in the course of study; be registered for selective service (if a male born on or after January 1, 1960); have signed a statement of educational purpose; have signed a statement of updated information; have a high school diploma, (or its equivalent) a GED, agree to use any federal student aid received solely for educational purposes

### THE U.S. DEPARTMENT OF EDUCATION STUDENT FINANCIAL AID PROGRAMS:

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

Federal PELL Grant: Does not require repayment (FPELL)

FDirect Stafford Loans-Subsidized: Must be repaid, FDirect Stafford Loans-Unsubsidized must be repaid, FDirect Plus Loans: Must be repaid.

**APPLICATION 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 or on the internet @ <http://www.fafsa.ed.gov> or <http://studentaid.ed.gov> 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 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 this loan programs, the rights that the student has under the individual loan program conditions, and the consequences of a failure to meet the repayment obligations. Federal Direct Subsidized Loan, are made directly to students from the U.S. Department of Education. Subsidized loans are need based and the current rate of interest is 3.4%. 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 1.5 % 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. 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 and the current rate of interest is 6.8%. 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.
- (3) PLUS loans are not need based and the current rate of interest is 7.9%. Parents may borrow up to the amount of the student's cost of attendance less other expected financial assistance,

(3a) 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 FPELL Loan Program.

**DISBURSEMENT:** Checks are issue 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"** Federal PELL Grant Program Funds received under this program are not subject to repayment from the student.

**DEADLINE:** FASFA applications must be received by June 30 in the year on which the application is intended for. SAA or ISIR must be submitted to the financial aid office before September 27, of the award year from which aid is requested from, or your last day of enrollment in 2014, whichever comes first A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

**MEDIAN LOAN DEBT:** For all students completing this program between July 1, 2010 and June 30, 2012, the median cumulative loan debt for each of the following are: Federal student loans: \$7,000.00-13,500.00, Private loans: \$0.00 & Institutional finance plans: \$0.00. Note: This preliminary median loan data is pending confirmation from the U.S. Department of Education. It reflects total debt, including costs of living, while the median loan amount prescribed under the Department's gainful employment regulations excludes such costs of living.

**RENEWAL PROCESS:** A FPELL Grant award receive for one award year (July 1 to June 30 of the following year), and it 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.

**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 Pell Grant Payment Periods crossing from July 01, 2014 to June 30, 2015 will be paid out of the funds from either year on a student --by-student basis.

**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.

**TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWS FROM THE COURSE OF STUDY:** As of 10/07/00. Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the course of study. Simply stated, if the student withdraws before the sixty percent of the payment period in the course, student would have earned only 50% of the aid received or eligible to receive. To determine the percentage completed, the scheduled hours of class hours will be divided by the total hours in the payment period. Please note: Effective 07-01-06 the refund calculation will be based on the scheduled hours a student is contracted for rather than the actual hours attended on the last day of attendance according to the enrollment agreement. Unearned aid will be returned to the program(s) *in* accordance to the guidance described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid. Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

**DETERMINING NEED: the information you report on the FAFSA form when you apply for aid is used in a formula established by U.S. Con2ress that calculated your Expected Family Contribution.**

**DETERMINING NEED:** ABT 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 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.

Nine Month Student Expense budget for the 14- 15 Academic year. Tuition & Fees: Actual institutional charges

Books & Supplies:\$ 1,665.00 per academic year

Living cost allowance (monthly figures):

Student living with parent off campus

Room and Board, Food \$ 489.00 mo inc. housing \$4,401.00 PY \$1,218.00 mo inc. Housing \$10,962.00 PY Transportation \$ 130.00 mo \$1,170.00 PY \$146.00 mo \$1,314.00 PY

Personal/misc. \$345.00 mo \$3,105.00 PY \$316.00 mo \$2,844.00 PY

(Cost of uniforms is included in the personal allowance). Child/Dependent care: Reasonable expenses with adequate documentation provided by the student, depending upon age and number of children. Loan Fees: For student loan borrowers, actual or average loan origination and insurance fees total, excluding allowances based on actual institutional charges:\$ 1,149.00 per month with parent, Off campus \$1,865.00 per month.

## **AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA**

Students with "exceptional need" are defined by this institution as students that have an expected family contribution (EFC) 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. It is our institutional policy to protect our students from incurring unnecessary loan debts, therefore students are carefully interviewed during the enrollment process to secure that the students will utilize any available funds available to them to meet their educational expenses (school charges, transportation, personal or child care) before a need for loans be included in their financial aid package).

**VACCINATION POLICY:** We do not have a policy but all students must have their required vaccinations up to date and it is the student's responsibility to maintain their vaccination schedule.

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

**ACADEMIC YEAR:** A period of not less than 26 calendar weeks with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13 calendar weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 26 calendar weeks, regardless of the number of clock 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 50 to 60 minutes of supervised instruction during a 60 minutes period.

**CREDIT BALANCE:** A credit balance occurs when tuition payments 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:** 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:** 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.

**FAMILY CONTRIBUTION (EFC):** The calculated amount that a family contributes 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-151 or I-551 (Alien Registration receipt card), Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations: Refugee, Asylum Granted, Indefinite Parole and/or Humanitarian Parole Cuban-Haitian entrant

### **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

### **INDEPENDENT STUDENT:**

An individual who meets one of the following criteria:

1. Was born before January 1, 1991
2. A graduate or professional student
3. Is Married (Separated but not divorced)
4. An individual with legal dependents other than a spouse. (As defined above)
5. An orphan or ward of the court up to the age of 18
6. Is a veteran of the armed forces of the United States?

**PARENT(S):** For the purposes of the financial aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

**PAYMENT PERIOD:** 450 hours and 13 weeks for courses of 900 hours or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

**NEED:** Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

**WITHDRAWALS:** Students are officially withdrawn on date of notification, date terminated by the institution, date of two consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

**RECOVERIES:** Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grant programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within 45 days from the student's withdrawal and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by U.S. Department of Education.

**REFUNDS:** In any case where a refund is due to the Title IV Programs, the payment of the refund will be made within 45 days from the official withdrawal date in the following order: FDirect, FPELL, other sources and to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

**TRANSFER STUDENT:** A student, who attended a Post secondary institution before the enrollment at ABT, is no longer required to obtain a Financial Aid Transcript from each of the institutions attended within the last six months before the enrollment at this institution. However all institutions must have a registered password with NSDLS.

**DISLOCATED WORKER:** A dislocated is a person that meets all of the following requirements:

- He was terminated or laid off from employment or received a notice of termination or layoff;
  - He is eligible for or has exhausted his unemployment compensation, or he is not eligible for it because, even though he has been employed long enough to demonstrate attachment to the workforce, he had insufficient earnings or performed services for an employer that weren't covered under a state's unemployment compensation law; and
  - He is unlikely to return to a previous industry or occupation.
2. A person who was terminated or laid off from employment or received a notice of termination or layoff as a result of any permanent closure of, or any substantial layoff at a plant, facility, or enterprise.
  3. A person who is employed at a facility at which the employer made a general announcement that it will close within 180 days.
  4. A person who is employed at a facility at which the employer made a general announcement that it will close.
  5. A self-employed person (including farmers, ranchers, or fishermen) who is unemployed because of natural disasters or because of general economic conditions in his community.
  6. A displaced homemaker, someone who meets all of the following requirements: • she has been providing unpaid services to family members in the home; • she has been dependent on the income of another family member but is no longer supported by that income; and • she is unemployed or underemployed and is having difficulty obtaining or upgrading employment. An "underemployed" person is one who is working part time but wants to work full time or one who is working below the demonstrated level of her education or job skills. Not

everyone who receives unemployment benefits will meet the definition of dislocated worker. For example, in general those who quit their jobs are not considered dislocated workers, even if they are receiving unemployment benefits.

**VERIFICATION PROCESS:** 2014-2015 Institutional Verification Policy

Federal regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the school policy, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of the verification process.

**WHO MUST BE VERIFIED:** The policy of this school is to verify those students selected by CPS (USDE contractor processing the FAFSA and calculating the EFC) as shown in the ISIR or SAR comment section indicated with an(\*) next to the EFC. The institution's Financial Aid Office (FAO) may opt to select an applicant for verification even though they were not selected by CPS.

**VERIFICATION EXCLUSIONS:** Applicants excluded from verification include:

- Death of the student.
- Not an aid recipient.
- Applicant verified by another school. Your FAFSA data must be the same as it was at the previous school, and the prior school must provide a letter to this school stating that it verified her application and providing the transaction number of the pertinent valid ISIR.
- Post enrollment: If you were selected for verification after ceasing to be enrolled at this school and all (including late) disbursements were made.

**REQUIRED VERIFICATION ITEMS:** Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include: For all applicants: Household size, Number in college, Supplemental Nutrition Assistance Program (SNAP, formerly food stamps), Child support paid

For non-tax filers: 2012 Income earned from work

For tax filers: 2012 Adjusted gross income (AGI), U.S. income tax paid, Education credits, Untaxed IRA distributions, Un-taxed pensions, IRA deductions, Tax exempt interest.

**DOCUMENTATION REQUIRED:** *AGI, taxes paid, and other tax data*

The Department encourages students and parents to use the IRS Data Retrieval process to import data from their tax return and not change it. It is the fastest, easiest, and most secure method of meeting verification requirements. For the retrieved data to be acceptable documentation of tax data, it is necessary that neither students nor parents change the data after it is transferred from the IRS-if the data is changed, the student/parent will need to provide other documentation as explained below.

If students cannot or will not use IRS Data Retrieval, either at initial FAFSA filing or through the FOTW correction process, they must document AGI, taxes paid, and untaxed income by providing an IRS tax return transcript. There are a few ways to request a tax transcript: online at [www.irs.gov](http://www.irs.gov), by calling 1-800-908-9946, or by mailing or faxing the paper Form 4506T-EZ, which can be printed out from the IRS website.

Students or parents who file an amended return cannot use the IRS Data Retrieval process. Instead, they must request a tax return transcript, but because that document only contains the information on the original return, they must also request a tax account transcript, which

contains only the data that was altered. Both documents together can then be used to complete verification. If the tax filer chooses to order them on paper, she must use IRS Form 4506wT rather than Form 4506T EZ.

Also, students and parents are required to complete and sign the verification worksheets developed by A.B.T. which serve as signed statements and as verification of household size, number in college, receipt of SNAP benefits, child support paid, and income earned from work for non tax filers. There are distinctive verification forms. One is for independent students where student and spouse (if applicable) data is required. The second form is for dependent students where student and parental data is required.

*Household size:* To document the household size (see instructions on FAFSA questions 72 and 93), the student needs to provide a statement signed by him and, if dependent, at least one parent that gives the name, age, and relationship to the student of each person in the household. If the student completed ABT's verification worksheet, no further documentation for this item is required.

*Number in college:* You can document this item (see instructions on FAFSA questions 73 and 94) with a statement signed by the student (and, if he/she is dependent, at least one parent) that gives the name and age of each person in the household who is enrolled at least half time in an eligible college (excluding the parents of dependent students). The statement must also give the name of each college, and it can be written to document household size as well.

Completion of ABT's sample verification worksheet will satisfy the requirements for both items.

*SNAP benefits (food stamps):* If the ISIR indicated that someone in the parents' or student's household received SNAP benefits in 2011 or 2012, the student must provide a signed statement indicating receipt of the benefit. A completed verification worksheet from the Department does this. The institutional FAO at his/her option, may require the student to show documentation from the agency that supplied the benefit or alternative documentation to satisfy this requirement.

*Child support paid:* If the ISIR indicated that the student or parent paid child support in 2012, the student will need to provide a statement signed by her or, if he/she is dependent, either parent and giving the annual amount of the support, the names of those who paid it and whom it was paid to, and the name(s) of the child or children it was paid for. A completed verification worksheet accomplishes this.

#### **TIME PERIOD FOR PROVIDING DOCUMENTATION:**

Applicants must provide the required documentation within 120 days from the last day of attendance or September 27, 2014, whichever is earlier.

**APPLICANT RESPONSIBILITIES:** To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- \* Number of family members in the household
- \* Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.
- \* Change in dependency status. Federal aid applicants of any Federal Student Aid program, whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage. However, if the

institutional FAO determines that, an update due to marriage is required to better represent the student's ability to pay for college, the data must be updated changing all applicable elements on the FAFSA.

**CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD (S):** If the student cannot provide all required documentation within 120 days from the ISIR processed date or by September 27, 2014, whichever is the earlier, the school cannot complete the verification process. The school would advise the applicants via regular mail or by email that the student is no longer eligible for the preliminary financial aid awards offered to the student. The school then gives the applicants the following options: The student may continue training on a cash payment basis. The student may withdraw, or the student may make other financial arrangements to cover the school cost.

**INTERIM DISBURSEMENTS:** The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

**TOLERANCES:** If there are non-dollar errors and if the errors in dollar items total less than \$25.00, there is no requirement to recalculate the student's EFC.

**NOTIFICATION OF RESULTS OF VERIFICATION:** The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

**REFERRAL PROCEDURE:** The school shall forward to the Secretary of Education, referral of fraud cases.

**Notification of Rights under FERPA for Postsecondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students 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 (ADVANCE BEAUTY TECHS) (ABT) 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 then the 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