



2021 Catalog

June 3, 2021 – December 31, 2021

2290-A Quimby Road, San Jose, CA 95121

(408) 622-8180

www.divabeautyschool.com

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

1747 North Market, Suite 225
Sacramento, CA 95834
(916) 431-6959
Toll-free: (888) 370-7589
Fax: (916) 263-1897
www.bppe.ca.gov

ADMISSIONS, PROCEDURES, AND ENROLLMENT

REQUIREMENTS

Prospective students are encouraged to visit the facility of Diva Beauty School and discuss personal education and occupation plans with Diva Beauty School personnel prior to enrolling or signing the enrollment agreements.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. You are required to read and acknowledge this catalog but it is not a contract. A prospective student or any person interested will be given a school catalog and the availability to download it on our website at www.divabeautyschool.com.

Diva Beauty School requires each applicant enrolling into any of our program must:

- Visit and tour the campus and have an interview with school personnel prior to registration to discuss personal education goals and career plans.
- Review Diva Beauty School's catalog for questions students may have before signing the enrollment agreement.
- Complete the application form.
- Application of \$100.00 is required before application can be processed. Fee can be paid in the form of cash, check, money order or credit card. Fee is not included in the tuition.
- Applicant must be 17 years of age.
- Applicant must provide copy of a High School Diploma, High School transcript, Equivalent or a GED.
- If homeschooled, have a copy of secondary school completion for homeschool that state law treats as a home or private school. If a state issues a credential for home schooling, applicant must provide document.
- If applicant is at least 17 years of age and an immigrant and have completed high school or its equivalent in his/her country, applicant must provide Foreign Diplomas or Transcripts and evidence that verification was performed by an outside agency that is qualified to translate documents into English which shows the completion of the academic equivalence to a U.S. High School Diploma.
- Provided one of the following: a valid unexpired driver's license, government-issued identification card, or a passport.
- Provide Social Security Card or Individual Taxpayer Identification Number Card (ITIN).
- Diva Beauty School does not admit non-immigrant, foreign students and does not provide visa services.

An enrollment of contract and information covering payment will be given to student before start of class.

Diva Beauty School does not recruit students who are already enrolled in a similar program at another institution.

Diva Beauty School has an open enrollment schedule. Students may enroll at any time and may begin attending classes on scheduled days for FT/PT classes.

ABILITY-TO-BENEFIT EXAMINATION

- We accept Ability to Benefit students.
- We offer an on-site exam for “Ability-to-Benefit Examination” with an independent proctor, acttabilitytobenefittest.com.
- Diva Beauty School has a site license with ACTT: 1187 Coast Village Road Suite 1 (#378), Montecito, CA 93108-2794.

MISSION STATEMENT, PURPOSE & OBJECTIVES

Our mission is to provide quality training to students enrolled at Diva Beauty School. We are committed to preparing students to pass the Board of Barbering and Cosmetology examination, gain employment, and be successful in their chosen field.

Diva Beauty School strives to provide students who seek professionalism in the cosmetology, barbering, esthetics and manicuring fields with the education to prepare them for employment.

This includes:

- To prepare students with the knowledge and skills to pass the California State Board of Barbering and Cosmetology examinations.
- To train and graduate them to be effective Hairdressers, Hair Stylists, Color/Chemical Specialist, Salon Owner and Make-up Artist, Estheticians, Skin Care Specialist, Manicurists, and/or Pedicurist.
- To promote the professionalism while providing a positive culture and environment for fun learning.
- To prepare students to be marketable in their field.
- To maintain an updated program and create a learning environment catering to various learning styles that provide students with the knowledge to complete their field of study.

APPROVAL DISCLOSURE STATEMENT

Diva Beauty School located at 2298-A Quimby Road, San Jose, CA 95122. It is a private school, approved to operate by the California Bureau for Private Postsecondary Education, as a non-accredited school. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act, California Education Code, Title 5, California Code of Regulations.

Approved programs:

Cosmetology - 1600 clock hours

Barbering - 1500 clock hours

Esthetics - 600 clock hours

Manicuring - 400 clock hours

Approval Agencies:

The following are agencies, which set the minimum standards for our program of studies in accordance with requirements:

Board of Barbering and Cosmetology
2429 Del Paso Road Suite 100
Sacramento, CA 95834
800-952-5210 Toll-Free
www.barbercosmo.ca.gov

Bureau for Private Postsecondary Education
1747 North Market, Suite 225
Sacramento, CA 95834
(916) 431-6959
(888) 370-7589 Toll Free
(916) 263-1897 Fax Number
www.bppe.ca.gov

LONG DISTANCE LEARNING

Diva Beauty School does not offer long distance learning.

GRIEVANCE PROCEDURE

In the event that a student has a concern or grievance that cannot be resolved with the student's immediate instructor, the student must file the concern in written form. The complaint will then be referred to the school's administration office. The school director

will receive and attempt to resolve each complaint or concern within 7 days of receiving the written complaint. Students will not be subject to adverse actions by any school official as a result of initiating a complaint.

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

Bureau for Private Postsecondary Education (BPPE)
1747 North Market, Suite 225
Sacramento, CA 95834
(916) 431-6959
Toll-free: (888) 370-7589
Fax: (916) 263-1897
www.bppe.ca.gov

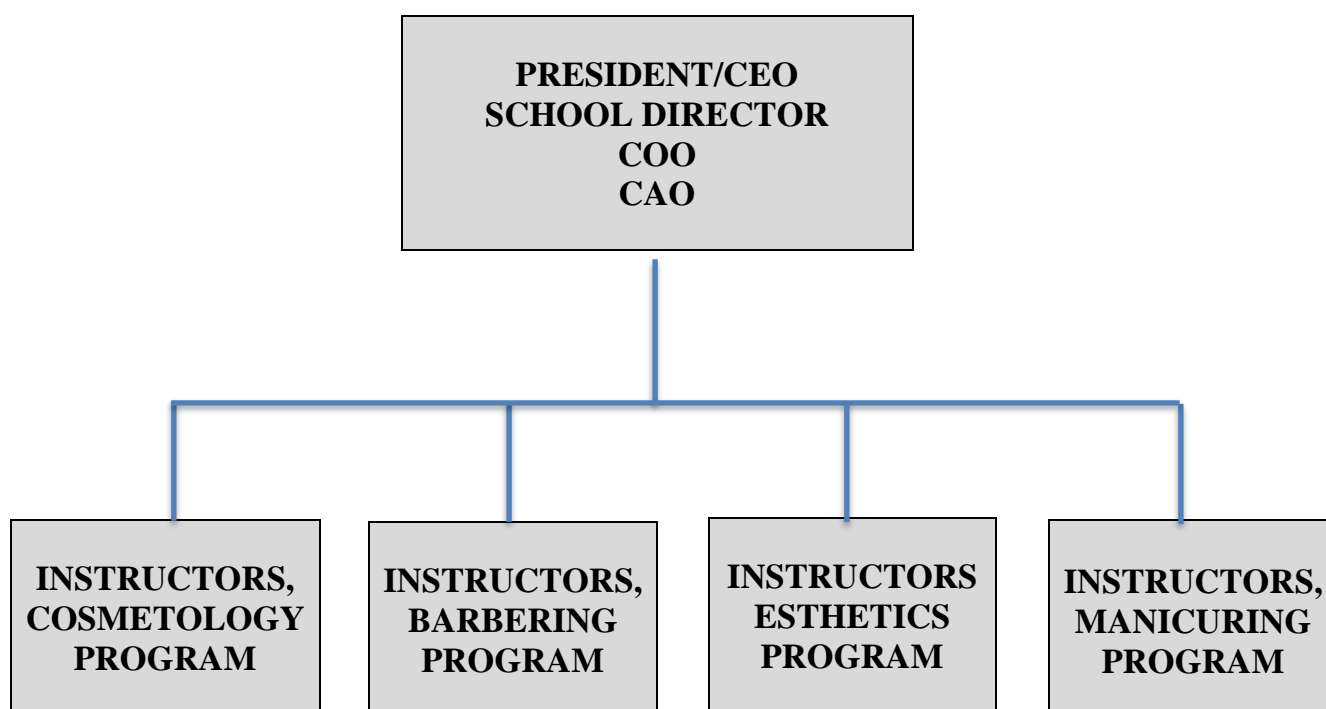
Board of Barbering and Cosmetology
2429 Del Paso Road Suite 100
Sacramento, CA 95834
800-952-5210 Toll-Free
www.barbercosmo.ca.gov

Students will not be subject to retribution upon filing a complaint.

BANKRUPTCY

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

ORGANIZATION CHART



ADMINISTRATION

President/CEO, School Director, COO & CAO
Quyen Le/Vu Le

FACULTY

All instructors have advanced knowledge and many years of experience in their field and understand the importance of both the theory and practical training necessary for a student to be successful in whichever program of study they are enrolled in. All instructors are licensed by the California Board of Barbering & Cosmetology. Additionally, each instructor has a minimum of three years of experience in their field of instruction.

TITLE, PROGRAM, LICENSE FROM STATE OF CALIFORNIA BOARD OF BARBERING AND COSMETOLOGY

Huong Huy Chi	Instructor - Cosmetology Program Licensed Cosmetologist
Nhung B. Le	Instructor - Esthetics Program Licensed Cosmetologist, Licensed Manicurist
Hong K. Do	Instructor - Cosmetology Program Licensed Cosmetologist

Tuyet K. Tat	Instructor – Esthetics Program Licensed Esthetician, Licensed Manicurist
Quyên N. Le	Instructor – Manicuring Program Licensed Cosmetologist, Licensed Manicurist
Tien Nguyen	Instructor – Manicuring Program Licensed Cosmetologist
Barber Instructor	Barbering Program – TBD (classes commence in 2022)

ADMINISTRATION BUSINESS HOURS

School administrative offices are open for business Monday thru Friday from 8:00 a.m. to 5:30 p.m. or by appointment. For issues related to admissions, academics, accounting, and job placement, school staff can be reached at (408) 622-8180.

NON-DISCRIMINATION POLICY

Diva Beauty School in its admission, instruction, graduation policies and practices, does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry.

HOUSING STATEMENT

The institution does not have dormitory facilities or on campus/off campus housing under its control. The institution does not have any responsibility to find or assist students in finding housing.

LANGUAGE DISCLOSURE & INSTRUCTIONAL LANGUAGE

All programs are taught in English. Diva Beauty School does not provide instruction in English as a second language. The school has an interpreter when signing the enrollment agreement to have a clear understanding of the terms and conditions of the Enrollment Agreement in the student's primary language. Diva Beauty School uses the Milady textbook as its main reference and instructional guides.

ENGLISH PROFICIENCY

Diva Beauty School admits students with a high school diploma or its equivalent who, as such, are deemed to have the level of English proficiency necessary to have the ability to benefit from the programs taught in English.

DISABILITY POLICY

Diva Beauty School accepts students with physical disabilities, students who are dyslexic, and/or students with a specific learning disability. Our facility provides an adequate space for their training. Students with disabilities may request reasonable accommodations to satisfy admission requirements, course completion, and graduation requirements.

GRADUATION AND LICENSING REQUIREMENTS

The California Board of Barbering and Cosmetology requires students who are enrolled in any of the programs to complete the required clock hours which include theory hours, and practical operations. To qualify for graduation the course must be satisfactorily completed in no more than one and one half times its scheduled number of weeks or months. The student must maintain at least a GPA of a "C" (75%) or better, and has paid in full all tuitions and fees. Pass a final written and practical test with a 75% or better. Upon successful completion of the course, the student will receive a Certificate of Completion. Now the student is qualified to apply for the California Board of Barbering Cosmetology examination. Once the student successfully passes the examination and obtains a license, he/she can practice in the beauty industry.

A license will be granted by the State of California only after the student has successfully completed and graduated from the program as described above and passed the state's licensing exam (Practical and Written) with an overall average of 75%. The Board will set an examination date and issue a license to successful applicants.

The Board of Barbering and Cosmetology shall admit to an examination for licensure to any person who has made application to the board in proper form, paid the fee required, and is qualified as follows:

- Be at least 17 years of age
- Has completed the 10th grade in a public school or its equivalency
- Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code
- Has completed the following hours in a Board Approved School in:

Cosmetology	-1600 hours
Barbering	-1500 hours
Esthetics	-600 hours
Manicuring	-400 hours
- Present a valid, unexpired driver's license or identification card containing the photograph of the person to whom it was issued, issued by any state, federal, or other government entity.

- Have a valid Social Security number or Individual Taxpayer Identification Number (ITIN) before taking an examination with the California Board of Barbering and Cosmetology.

Visit http://www.barbercosmo.ca.gov/laws_regs/index.shtml for more information about application.

Students that failed the exam are encouraged to return to Diva Beauty School for assistance and guidance for subsequent attempts to pass the exam.

PHYSICAL FACILITIES/INSTRUCTIONAL LOCATION **EQUIPMENT**

DIVA BEAUTY SCHOOL is located in San Jose, California. Class sessions are held at 2298-A Quimby Road, San Jose, CA 95122. It is a one-story facility, over 3,000 sq., fitted with modern equipment. There is an administrative office on site. The interior is designed to reflect a professional atmosphere conducive to learning. Class sessions are being held in theory classrooms with tables, chairs and dry erase boards. The practical and working laboratory (salon) has 15 mirror barber chairs and shampoo room has 5 hand washing sinks, where students provide services to clients. There is a designated waiting area for clients.

In addition, the school has a facial room, library and study area. There are computers with internet access, along with visual aids, projector, charts and dry erase boards. There is a separate student lounge where students can take breaks and eat their lunches. The school has a wheelchair accessible entrance and has restrooms for those with disabilities. Plenty of parking is available in the immediate area. Students must abide by local (city and/or landlord) parking rules.

CLASS SIZE

The maximum number of students in the Theory Classroom is 50. Classes with less than 25 students will have one instructor and classes with 25 or more students will have two instructors

Cosmetology Equipment

- 10 Mannequins (with full head of hair)
- 1 Time clock or time scanner
- 5 Shampoo bowls
- 6 Dryers
- 2 Facial chairs or facial couches
- 6 Manicure stations
- Thermal Hair Straighteners
- 3 Non-electric combs
- 1 Stove (for non-electric combs)
- 1 Electric curling iron
- 3 Non-electric curling irons (at least two sizes)
- 1 Stove (for non-electric curling irons)
- 15 Hairstyling or barber chairs
- 1 Towel steamer

Barbering Equipment

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

Esthetics Equipment

- 2 Facial chairs or facial couches
- Container and supplies for preparation of wet and dry sanitary maintenance area
- Hand soap
- Container for disinfection of implements
- Disinfectant solution
- Terry towels
- Paper towels
- Appropriate draping for all services
- Pencil type make-up sharpener
- Cleansing cream
- Massage cream
- Astringent or witch hazel
- Abrasive cleansing scrub
- Waste receptacle (plastic bags)
- Tweezers
- 1 oz portion cups
- Cosmetic applicators
- Cotton balls
- Cotton tipped swabs
- Cleansing tissue
- Powder and liquid foundation
- Eye shadow and eye liner
- Tube mascara and applicator
- Eyebrow pencils
- Blush
- Lip color
- Water soluble wax

Manicuring Equipment

- 6 Manicure stations
- Cotton
- Hand soap
- Container and supplies for preparation of wet and dry sanitary maintenance area
- Container for disinfection of implements
- Disinfectant solution that meets requirements of board regulation
- Polish remover
- Manicure bowl and brush
- Pedicure tubs
- Emery boards
- Cuticle solvent
- Cuticle oil or cream
- Hand lotion
- Liquid polish (medium to dark shade)
- Cuticle nippers and scissors
- Metal cuticle pusher
- Plastic/orangewood stick
- Sufficient terry towels for manicuring examination
- Paper towels
- Portion cups
- First-aid supplies for cuts
- Sufficient material and equipment to apply acrylic nails, nail tips, and nail wraps

TRANSFER STUDENTS

Applicants that want to transfer to Diva Beauty School who have attended another school may be granted their accumulated hours and procedures upon satisfactory proof of completed hours, theory hours and practical procedures. It is Diva Beauty School's sole discretion of accepting it or applicant may be required to repeat some or all of the credits.

Applicants who have had training outside the state of California must provide proof of the number of hours of training to the Board of Barbering and Cosmetology. They must submit to admissions an official school transcript with all previous postsecondary education and training from their prior school with an official signature. Maximum amount of hours that may be transferred from any other institution are as follows: Cosmetology=1200, Barbering=1100, Esthetics=150, and Manicuring=0.

The cost for transfer students in Cosmetology, Barbering, Esthetics and Manicuring programs is \$10.00 per hour. Cosmetology and Barbering programs require a minimum of 400 hours at Diva Beauty School.

If an applicant is transferring from another state or from another country, they must first contact the State of California's Board of Barbering and Cosmetology (BBC) and apply for approval of their hours from their previous school. The documents required for this

process can be found at the BBC website: www.barbercosmo.ca.gov. The BBC may then issue a letter indicating the credit has approved for the hours taken at the previous school along with any other requirements. Failure to provide the required documentation of previous training in either circumstance prior to enrollment will mean that those hours will not apply/will not be transferred to your program at Diva Beauty School.

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR SCHOOL

The transferability of credits you earn at Diva Beauty School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your 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 Diva Beauty School to determine if your credits or certificate will transfer.

EXPERIENTIAL LEARNING

Diva Beauty School does not give credit for prior experiential learning.

SCHOLARSHIPS

Our school does not have an institutional scholarship program.

TUITION AND FEE SCHEDULE

Diva Beauty School reserves the right to change tuition information due to keeping up with current equipment costs.

PAY IN FULL

Students may pay their entire tuition upon enrollment

IN-HOUSE PAYMENT PLAN

Diva Beauty School offers in-house, both in-school and out-of-school payment plans.

TUITION AND FEE SCHEDULE PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Diva Beauty School offers in-house, payment plans
25% down or more, remaining balance.

Full-time student payment plan: 4 payments, except for Esthetics and
Manicuring program 2 payments

Part-time student payment plan: 4 payments , except for Esthetics and
Manicuring program 2 payments

Payment Schedule

Amount	Due	Due Date
	Due 1 month after enrollment	
	Due 2 month after enrollment	
	Due 3 month after enrollment	
	Due 4 month after enrollment	

Cosmetology

Tuition	\$12,208.00
Kit Supplies**	\$ 1,314.59
Registration Fee (Non-refundable)	\$ 100.00
STRF*	\$0
Estimated Total Charges	\$13,622.59

Tuition down payment 25%	\$3,052.00
Kit Supplies	\$1,314.59
Registration Fee (Non-refundable)	\$ 100.00
Total	\$4,466.59
Payment (4 payments)	\$2,289.00
(\$12,208 - \$3,052 = \$9,156/4months = \$2,289 per month)	

Barbering

Tuition	\$11,445.00
Kit Supplies**	\$ 1,186.18
Registration Fee (Non-refundable)	\$ 100.00
STRF*	\$ 0
Estimated Total Charges	\$ 12,731.18

Tuition down payment 25%	\$2,861.25
Kit Supplies	\$1,186.18
Registration Fee (Non-refundable)	\$ 100.00
Total	\$4,147.43
Payment (4 months)	\$2,145.94
(\$11,445 - \$2,861.25 = \$8,583.75/4months = \$2,145.94)	

Esthetician	
Tuition	\$5,778.00
Kit Supplies**	\$ 816.77
Registration Fee (Non-refundable)	\$ 100.00
STRF*	\$0
Estimated Total Charges	\$6,694.77

Tuition down payment 25%	\$ 1,444.50
Kit Supplies	\$ 816.77
Registration Fee (Non-refundable)	\$ 100.00
Total \$2,361.27	
Payment (4 months)	\$1,083.37
(\$5,778 - \$1,444.50 = \$4,333.50/4months = \$1,083.37)	

Manicuring	
Tuition	\$4,578.00
Kit Supplies**	\$ 471.98
Registration Fee (Non-refundable)	\$ 100.00
STRF*	\$0
Estimated Total Charges	\$5,149.98

Tuition down payment 25%	\$1,144.50
Kit Supplies	\$ 471.98
Registration Fee (Non-refundable)	\$ 100.00
Total	\$1,716.48
Payment (4 months)	\$858.37
(\$4,578,000 - \$1,144.50 = \$3,433.50/4months = \$858.37)	

(Prices are subject to change without notice)

** STRF – Only applies to California Residents. Non-refundable for entire period of enrollment.*

***Kit Supplies sale tax included. Non-returnable/non-refundable once opened.*

Student provided textbook

Student is responsible for all financing and money owed to the school, no one else.

STUDENT LOAN

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

FINANCIAL AIDE

Diva Beauty School does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited school is not eligible for federal financial programs.

STARTING CLASS SCHEDULE:

Enrollment periods: Diva Beauty School is operated on a year-round schedule. Start dates are on Tuesdays for full-time and Mondays for part-time for all courses offered, unless otherwise specified and allowed by our school director. We offer full-time and part-time enrollment with classes in the daytime and evening. Your schedule will be determined depending on which program of study you choose to enroll in.

Cosmetology (1600 hours), Barbering (1500 hours), Esthetics (600 hours), Manicuring (400 hours)

School opens:

Monday-Fridays: 8:00am-9:00pm

Saturday 8:00am-4:00 pm

Sunday: 10:00am-6:00pm

Full-time school hours for Cosmetology, Barbering, Esthetics and Manicuring programs are: Tuesday through Saturday from 8:00 a.m. to 4:00 p.m. Students are scheduled to attend classes 7 hours per day, 5 days a week. There will be two 15-minute breaks and a 30-minute lunch break every day.

Part time, evening school hours for Cosmetology, Barbering, Esthetics and Manicuring programs: Mon. thru Fri. 4:30pm to 9:00pm, Sat 8:00-4:00pm. Classes from 8:00 a.m-12:30 p.m. and 4:30 p.m. to 9:00 pm students are scheduled to attend school 4 hours and 15 minutes per day M-F and 7 hours per day Sat, 5 days a week. On Mondays to Fridays, there will be a 15 minute break every day. On Saturdays, there will be two 15 minutes break and a 30 minutes lunch break.

CURRICULUM FOR COSMETOLOGY PROGRAM **(1600 TOTAL CLOCK HOURS)**

The curriculum for students enrolled in the Cosmetology Program shall consist of sixteen hundred (**1,600**) clock hours, therefore students complete their course of study at different intervals depending upon their individual attendance. Students are expected to complete the course in no more than 150% of the program length. Program length is 46 weeks for full-time students, attending at least a minimum of 35 hours per week without any absences. Part-time students are to complete the course within 57 weeks, attending at least 28 hours per week to

meet this requirement. The maximum time allowed for a student to complete the cosmetology program is 2,400 hours, which meets the school's requirements for the Satisfactory Academic Progress policy (SAP).

Hours: Full-time classes are Tues thru Sat 8:00am to 4:00pm

Part-time classes are Mon. thru Fri. 4:30pm to 9:00pm; Sat. 8:00am-4:00pm

COURSE FORMAT - INSTRUCTIONAL METHODS:

Instructional methods consist of: a classroom setting focused on knowledge of practice and theory, video, interactive lectures, demonstration followed by hands on mannequin practice, guest educators, preparation for the California Board of Barbering and Cosmetology licensure exam, and participation/performance on the clinic floor.

EDUCATIONAL GOAL:

Diva Beauty School offers training that prepares students to have the knowledge and skills to qualify to take the examination given by the California Board of Barbering and Cosmetology for licensing. Employment for Cosmetologist license includes: Hairdressers, Hairstylists, Color/Chemical Specialists, Salon Owners and Make-up Artists.

The 1,600 clocks hours include technical instruction and practical operations. Technical instruction shall mean instruction 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:

SUBJECT: COSMETOLOGY	MINIMUM HOURS OF TECHNICAL INSTRUCTION REQUIRED	MINIMUM PRACTICAL OPERATIONS REQUIRED
<u>1100 Hours of Technical Instruction and Practical Training in Hair Dressing</u>		
Hairstyling: The subject of Hairstyling shall include, but is not limited to, the following	65	240

techniques and procedures: hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, blower styling, and curling with hot combs and hot curling irons.		
Permanent Waving and Chemical Straightening: The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
Hair Coloring and Bleaching: The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent, and temporary colors): hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
Hair Cutting: The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<u>200 Hours of Technical Instruction in Health and Safety</u>		
Laws and Regulations: The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	-----
Health and Safety Considerations: The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations, the elementary chemical makeup, chemical skin peels, and the chemical and physical changes of matter. Hazardous substance training is included in the course with, Material Safety Data Sheets, training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, and communicable diseases, including HIV/AIDS, Hepatitis B, and Staphylococcus.	45	-----
Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: proper procedures of disinfecting and sanitizing to protect the health and safety of the consumer as well as the technician and the proper disinfection procedures of equipment used in	20	-----

establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.		
Anatomy and Physiology: The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy and Human Physiology.	15	-----
Board Approved Health & Safety Course: This course includes up-to-date and topical information important to the well-being of industry workers including info about: the California Board of Barbering and Cosmetology, safely using chemicals, safety data sheets, protection from hazardous chemicals, communicable disease, health and safety laws and agencies, solving health and safety problems, understanding workers' rights and responsibilities and physical and sexual abuse awareness	TBD	TBD
<u>200 Hours of Technical Instruction and Practical Training in Esthetics</u>		
Manual, Electrical, and Chemical Facials: The subject of manual, electrical, and chemical facials shall include, but is not limited to the following techniques and procedures: manual facials including cleansing, scientific manipulations, packs, and masks. Electrical facials include the use of electrical modalities, dermal lights, and electrical apparatuses, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting the muscles of the body or face. Chemical facials include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	25	40
Eyebrow Beautification and Make-up: The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.	25	30

100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring

<p>Manicuring and Pedicuring:</p> <p>The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: water and oil manicure, including nail analysis, and arm/hand and ankle/foot massage.</p>	10	25
<p>Artificial Nails and Wraps:</p> <p>Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips, nail wraps, and repairs.</p>	25	120 Nails
<p>Additional Training:</p> <p>Training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records, including personal & business development, goal setting, business planning and seeking employment, booth rental, employees, payroll, reception desk, and salon management.</p>	100	

TOTAL HOURS: 1600

Students are evaluated regularly using the criterial of the **Satisfactory Academic Progress Policy (SAP)** based on their program hours, schedule of attendance, and theory and practical requirements per the California Board of Barbering and Cosmetology.

Evaluation period: Students are scheduled to be evaluated as follows at Cosmetology Program - 450, 900, 1250, 1600 actual hours.

Written Exams Grading Scale:

Grading	Letter	Description
100%-90%	A	Excellent
89%-80%	B	Good
79%-75%	C	Satisfactory
74%-0%	D	Fail

Practical Work Grading Scale:

Grading	Letter	Description
100%-90%	A	Excellent
89%-80%	B	Good
79%-75%	C	Satisfactory
74%-0%	D	Fail

CURRICULUM FOR BARBERING PROGRAM **(1500 TOTAL CLOCK HOURS)**

The curriculum for students enrolled in the Barbering Program shall consist of fifteen hundred **(1,500)** clock hours, therefore students complete their course of study at different intervals depending upon their individual attendance. Students are expected to complete the course in no more than 150% of the program length. Program length is 43 weeks for full-time students, attending at least a minimum of 35 hours per week without any absences. Part-time students are to complete the course within 54 weeks, attending at least 28 hours per week to meet this requirement. The maximum time allowed for a student to complete the barbering program is 2,250 hours, which meets the school's requirements for the Satisfactory Academic Progress policy (SAP).

Hours: Full-time classes are Tues-Sat 8:00am to 4:00pm

Part-time classes are Mon. thru Fri. 4:30pm to 9:00pm; Sat. 8:00am-4:00pm

COURSE FORMAT - INSTRUCTIONAL METHODS:

Instructional methods consist of: a classroom setting focused on knowledge of practice and theory, video, interactive lectures, demonstration followed by hands on mannequin practice, guest educators, preparation for the California Board of Barbering and Cosmetology licensure exam, and participation/performance on the clinic floor.

EDUCATIONAL GOAL:

Diva Beauty School offers training that prepares student to have the knowledge and skills to qualify to take the examination given by the California Board of Barbering and Cosmetology for licensing. Employment for Barber license include: Hairdressers, Hairstylists, Color/Chemical Specialist, Salon Owner.

1500 clocks hours include technical instruction and practical operations. Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by a student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

SUBJECT: BARBERING	MINIMUM HOURS OF TECHNICAL INSTRUCTION REQUIRED	MINIMUM PRACTICAL OPERATIONS REQUIRED
<u>(1100) hours of Technical Instruction and Practical Training in Hairdressing</u>		
Hairstyling/Thermal -hair analysis, shampooing, comb outs straightening, waving, curling, hot curling irons and blower styling	35	120
Wet Hair Styling/ hot comb - hair analysis, finger waving, pin curls, comb outs/ waving curling with hot combs	30	120
Permanent Waving -hair analysis, acid and alkaline permanent waving, chemical straightening including sodium hydroxide and other base solutions	40	105
Hair Coloring and Bleaching -use of semi-permanent, demi-permanent and temporary color, PD and strand test, safety precautions, formula mixing, tinting, bleaching, high and low lights and use of dye removers	60	50
Hair Cutting -use of scissors, razor (shaper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting	20	80
<u>(200) hours of Technical Instruction and Practical Training Shaving</u>		
Hair/Facial shave -Preparation and performance-preparing hair for shaving, assessing the condition of the client's skin, performing shaving	75	20
Facial Massage Rolling Cream: applying aftershave antiseptic following facial services, massaging the clients face, rolling cream massages	25	20

(200) hours of Technical Instruction in Health and Safety

<p>Law & Regulations-Board of Barbering & Cosmetology Act and Board of Barbering & Cosmetology rules and regulations: the subject of laws and regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board’s Rule and Regulations</p>	20	----
<p>Health & Safety Considerations: training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis</p>	45	-----
<p>Disinfection & Sanitation: proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments</p>	20	-----
<p>Anatomy & Physiology: the subject of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy and Human Physiology</p>	15	-----
<p>Board Approved Health & Safety Course: This course includes up-to-date and topical information important to the well-being of industry workers including info about: the California Board of Barbering and Cosmetology, safely using chemicals, safety data sheets, protection from hazardous chemicals, communicable disease, health and safety laws and agencies, solving health and safety problems, understanding workers’ rights and responsibilities and physical and sexual abuse awareness</p>	TBD	TBD
<p>Additional Training: Training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records, including personal & business development, goal setting, business planning and seeking employment, booth rental, employees, payroll, reception desk, and salon management.</p>	100	---

TOTAL HOURS:**1500**

Students are evaluated regularly using the criterion of the **Satisfactory Academic Progress Policy (SAP)** based on their program hours, schedule of attendance and theory and practical requirements per the California Board of Barbering and Cosmetology.

Evaluation period: Students are scheduled to be evaluated for as follows: Barbering Program - 450, 900, 1200, 1500 actual hours

Written Exams Grading Scale:

Grading	Letter	Description
100%-90%	A	Excellent
89%-80%	B	Good
79%-75%	C	Satisfactory
74%-0%	D	Fail

Practical Work Grading Scale:

Grading	Letter	Description
100%-90%	A	Excellent
89%-80%	B	Good
79%-75%	C	Satisfactory
74%-0%	D	Fail

CURRICULUM FOR ESTHETICS PROGRAM
(600 TOTAL CLOCK HOURS)

The curriculum for students enrolled in the Esthetics Program shall consist of six hundred **(600)** clock hours, therefore students complete their course of study at different intervals depending upon their individual attendance. Students are expected to complete the course in no more than 150% of the program length. Program length is 17 weeks for full-time students, attending at least a minimum of 35 hours per week without any absences. Part-time students are to complete the course within 35 weeks, attending at least 17 hours per week to meet this requirement. Maximum time allowed for student to complete the Esthetics program is 900 hours to meet the school requirement's Satisfactory Academic Progress policy (SAP).

Hours: Full-time classes are Tuesday thru Saturday 8:00am to 4:00pm

Part-time classes are Mon. thru Friday. 4:30pm to 9:00pm

COURSE FORMAT: INSTRUCTIONAL METHODS

Instructional methods are: Classroom setting focused on knowledge of practice and theory, video, interactive lectures, demonstration and hands on practice, guest educators, preparation for California Board of Barbering and Cosmetology licensure exam, and participation/performance on the clinic floor.

EDUCATIONAL GOAL:

Diva Beauty School offers training that prepares students to have the knowledge and skills to qualify to take the examination given by the California Board of Barbering and Cosmetology for licensing. Employment for esthetician license include: Esthetician, Skin Care Specialist, and Salon Owner.

600 clock hours include technical instruction and practical operations. Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

SUBJECT: ESTHETICS	MINIMUM HOURS OF TECHNICAL INSTRUCTION REQUIRED	MINIMUM PRACTICAL OPERATIONS REQUIRED
<u>350 Hours of Technical Instruction and Practical Training in Facials</u>		
<p>Manual, Electrical and Chemical Facials:</p> <p>The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures:</p> <p>Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to</p>	<p>20</p> <p>30</p>	<p>40</p> <p>60</p>

<p>stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.</p> <p>Chemical Facials include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	20	40
<p>Preparation:</p> <p>The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills.</p>	15	----
<p><u>200 Hours of Technical Instruction in Health and Safety</u></p>		
<p>Laws and Regulations:</p> <p>The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations</p>	10	----
<p>Health and Safety Considerations:</p> <p>The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B, chemical composition and purpose of cosmetic and skin care preparation, elementary chemical makeup, chemical skin peels, physical and chemical changes of matter, electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.</p>	40	----
<p>Disinfection and Sanitation:</p> <p>The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician and proper disinfection procedures.</p> <p>Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	10	----

<p>Anatomy and Physiology:</p> <p>The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.</p>	15	-----
<p>Board Approved Health & Safety Course:</p> <p>This course includes up-to-date and topical information important to the well-being of industry workers including info about: the California Board of Barbering and Cosmetology, safely using chemicals, safety data sheets, protection from hazardous chemicals, communicable disease, health and safety laws and agencies, solving health and safety problems, understanding workers' rights and responsibilities and physical and sexual abuse awareness</p>	TBD	TBD
<p><u>50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up</u></p>		
<p>Eyebrow Beautification:</p> <p>The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, as well as:</p> <p>A) waxing,</p> <p>B) tweezing, manual or electrical depilatories.</p>	20 5	40 10
<p>Make-up: The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, and application of false eyelashes.</p>	20	40
<p>Additional Training:</p> <p>Training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records, including personal & business development, goal setting, business planning and seeking employment, booth rental, employees, payroll, reception desk, and salon management.</p>	30	

TOTAL HOURS:

600

Students are evaluated regularly using the criterial of the **Satisfactory Academic Progress Policy (SAP)** based on their program hours, schedule of attendance, and theory and practical requirements per the California Board of Barbering and Cosmetology.

Evaluation period: Students are scheduled to be evaluated for as follows: Esthetics Program at 150, 300, 450, 600 actual hours.

Written Exams Grading Scale:

Grading	Letter	Description
100%-90%	A	Excellent
89%-80%	B	Good
79%-75%	C	Satisfactory
74%-0%	D	Fail

Practical Work Grading Scale:

Grading	Letter	Description
100%-90%	A	Excellent
89%-80%	B	Good
79%-75%	C	Satisfactory
74%-0%	D	Fail

CURRICULUM FOR MANICURING PROGRAM
(400 TOTAL CLOCK HOURS)

The curriculum for students enrolled in the Manicuring Program shall consist of four hundred (**400**) clock hours, therefore students complete their course of study at different intervals depending upon their individual attendance. Students are expected to complete the course in no more than 150% of the program length. Program length is 12 weeks for full-time students, attending at least a minimum of 35 hours per week without any absences. Part-time students are to complete the course within 14 weeks, attending 28 hours per week; and 24 weeks attending 17 hours per week at least to meet these requirements. Maximum time allowed for student to complete the manicuring program is 600 hours to meet the school requirement's Satisfactory Academic Progress policy (SAP).

Hours: Full-time classes are Tues. thru Sat. 8:00am to 4:00pm

Part-time classes are Mon. thru Fri. 4:30pm to 9:00pm; Sat. 8:00am-4:00pm

Part-time classes are Tues. thru Friday. 8:00am to 12:30pm

COURSE FORMAT - INSTRUCTIONAL METHODS:

Instructional methods are: classroom settings focused on knowledge of practice and theory, video, interactive lectures, demonstration and hands on practice, guest educators, preparation for California Board of Barbering and Cosmetology licensure exam, and participation/performance on the clinic floor.

<p>Health and Safety Considerations:</p> <p>The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.</p>	25	-----
<p>Disinfection and Sanitation:</p> <p>The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician.</p> <p>The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.</p>	20	10
<p>Anatomy and Physiology:</p> <p>The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.</p>	10	----
<p>Board Approved Health & Safety Course:</p> <p>This course includes up-to-date and topical information important to the well-being of industry workers including info about: the California Board of Barbering and Cosmetology, safely using chemicals, safety data sheets, protection from hazardous chemicals, communicable disease, health and safety laws and agencies, solving health and safety problems, understanding workers' rights and responsibilities and physical and sexual abuse awareness</p>	TBD	TBD
<p>Additional training:</p> <p>Training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records, including personal & business development, goal setting, business planning and seeking employment, booth rental, employees, payroll, reception desk, and salon management.</p>	25	

Students are evaluated regularly using the criterion of the **Satisfactory Academic Progress Policy (SAP)** based on their program hours, schedule of attendance and theory and practical requirements per the California Board of Barbering and Cosmetology.

Evaluation period: Students are scheduled to be evaluated for as follows: Manicuring Program at 200 and 400 actual hours.

Written Exams Grading Scale:

Grading	Letter	Description
100%-90%	A	Excellent
89%-80%	B	Good
79%-75%	C	Satisfactory
74%-0%	D	Fail

Practical Work Grading Scale:

Grading	Letter	Description
100%-90%	A	Excellent
89%-80%	B	Good
79%-75%	C	Satisfactory
74%-0%	D	Fail

JOB CLASSIFICATIONS FOR GRADUATES

Diva Beauty School prepares our graduates to gain employment in the following job classifications (United States Department of Labor’s Standard Occupational Classification codes):

39-5011 Barbers

Provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves.

39-5012 Hairdressers, Hairstylists, and Cosmetologists

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Excludes “Makeup Artists, Theatrical and Performance”.

39-5091 Makeup Artists, Theatrical and Performance

Apply makeup to performers to reflect period, setting, and situation of their role.

39-5092 Manicurists and Pedicurists

Clean and shape customers' fingernails and toenails. May polish or decorate nails.

39-5094 Skincare Specialists

Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the 7th day after enrollment, whichever is later. To cancel the enrollment agreement or withdraw from the school, written notification is required. Notice of cancellation shall be in writing and submitted directly to the School, 2298-A Quimby Road, San Jose, CA 95121, and to the attention of the School Director. It can be by mail, electronic mail or hand delivery. If sent by mail, it is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form but should include your name, the program you are enrolled in and clearly express your wish to cancel the enrollment agreement or withdraw from school. It should be signed and dated. A notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. If a course is cancelled after student's enrollment and before instruction begin, Diva Beauty School shall provide a full refund of all money paid.

WITHDRAW/REFUND POLICY

You have the right to withdraw from a course of instruction at any time. California has a state mandated refund policy. Diva Beauty School complies with this policy as indicated below. The refund policy applies to all terminations for any reason, course or program cancellation, or school closure. A refund of 100 percent of the amount paid for institutional charges, less the registration fee (\$100.00), will be processed if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. After the cancellation period, Diva Beauty School will provide a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance based on the hours they were scheduled to attend as of the last date of attendance. Once more than 60 percent of the enrollment period in the entire course has occurred (including absences); there will be no refund to the student. Diva Beauty School shall refund any credit balance on the student's account within 30 days after the student's withdrawal. If student has received federal

student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education (BPPE):

1747 North Market, Suite 225

Sacramento, CA 95834

(916) 431-6959

(888)370-7589 Toll Free

(916) 263-1897 Fax Number

www.bppe.ca.gov

STUDENT TUITION RECOVERY FUND

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market, Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teachout plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Student Loan: If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

We are a non-Accredited school. We do not participate in the federal and state financial aid programs. We do not make loans to students.

ATTENDANCE POLICY: **SCHOOL RULES AND REGULATIONS**

Institution experience and credits are not calculated or granted on the basis of units, months, weeks, or days; they are calculated by the clock hour. In accordance with the California Board of Barbering and Cosmetology regulation, Diva Beauty School has drafted the following guidelines related to the granting of clock hours for applied effort, which must be strictly followed:

UNEXCUSED ABSENCES

Calculated by the clock hour, all absences and/or tardiness are considered unexcused. Excessive absences and/or tardiness constitute reason for disciplinary action (see Satisfactory Academic Progress Policy). Students should notify the Administrative Office, supervising instructor, and receptionist of expected absences in advance by completing an electronic Courtesy Form at the reception desk. In the event of an excused unexpected (illness, emergency), students should call the front desk as soon as possible.

LEAVE OF ABSENCE POLICY

Leaves of Absence can be granted in cases of emergency or medical problems with doctor notification, which makes attendance impossible. Leaves of Absence will be granted in the case of pregnancy or new mothers. A leave of absence will be permitted with a letter from the student's doctor. Students should talk with their school director to determine if they are eligible for a leave and what impact taking a leave has on the program. 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. The student needs to provide an estimated return date. The school director has to approve the leave. Students will resume training as they return to school scheduled will be given. Leaves of absence must not exceed a total of 180 days in any 12-month period. Students who would like to shorten their LOA must contact the school director prior going back. If the student does not return to the school at the expiration of an approved LOA, all refunds will be calculated as the student's last day of attendance. Refunds will be issued within 30 days.

MAKE-UP HOURS

Students who missed scheduled hours due to absences are encouraged to attend the Make-Up hours schedule to make up missed hours.

TARDINESS

In order to prevent disruption of on-going theory classes, students must arrive and clock in on time. Class starts promptly for all programs.

MAKE-UP WORK

Students must complete all required assignments and tests. If a student is absent on test day, the test must be made up as soon as student attends school again.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress, will be placed on probation and considered to be making satisfactory academic progress 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 still has 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.

TERMINATION

Termination applies to any student absent more than 30 consecutive calendar days without being on an approved leave of absence.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress (SAP) applies to all students attending Diva Beauty School regardless of the course enrolled in will be evaluated using the criteria of the SAP.

To meet standards for Satisfactory Academic Progress the student must:

- Maintain a Cumulative Grade Point Average of “C” of 75% or better at the end of each evaluation period on all tests, work and other required course work.
- Maintain a cumulative attendance rate of 66.67%.

- Complete the program within the maximum time frame of not more than 150% of the normal length of time required to complete the program.

Official Leaves of Absence, withdrawals, and other official interruptions of training are not computed in the maximum time frame.

Course incompletes and noncredit remedial courses do not apply to SAP policy at the school and will have no effect on satisfactory academic progress.

TRANSFER HOURS AND THEIR EFFECT ON SAP

With regard to the calculation of attendance rates or cumulative grade point average as they relate to assessment for compliance with standards for Satisfactory Academic Progress, a student's transfer hours will not be counted as scheduled or completed hours. SAP evaluation periods are based on actual contracted hours at the school. However, coursework taken at another institution that is accepted and officially transferred will count towards the 150% maximum timeframe calculations on both hours scheduled and hours completed.

ACCESS TO FILES AND RETENTION OF STUDENT RECORDS

Adult students and parents/guardians of dependent minor students have the right to inspect, review, and challenge information contained in the student records. Diva Beauty School would require written consent from the student and/or parent before educational records may be disclosed to any third party, with the exception of accrediting commissions or governmental agencies so authorized by law. Before publishing directory information such as name, address, phone number of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation from previous school, the student or guardian has a right to deny authority to publish one or more of these items. However, a staff member must be present during the process to provide clarification and/or answers related questions raised during the review of the student's file. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment and are maintained by the institution. Diva Beauty School will keep these records for five years from the last day of attendance. After this period, all records maybe destroyed in accordance with state law. Students are not entitled to inspect the financial records of their parents.

JOB PLACEMENT

Diva Beauty School does not guarantee placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Students that failed the exam are encouraged to return to Diva Beauty School for assistance and guidance for

subsequent attempts to pass the exam. Placement assistance is provided by reviewing the listings of salons seeking employees, their job requirements, salary and other pertinent information. Students who request Placement Assistance are referred to the Salons seeking employees.

STUDENTS SERVICES

Housing statement: The institution does not have dormitory facilities or on campus/off campus housing under its control. The institution does not have any responsibility to find or assist students in finding housing. Within a 5 mile radius of the school, there is adequate housing ranging from \$1,800 to \$2,500 a month for a one-room apartment.

Parking: There is adequate parking in and around the school.

LIBRARY AND LEARNING RESOURCES:

Diva Beauty School has no formal library. A formal library is unnecessary to meet the instructional needs of students. General library materials are not compatible with the objectives of this program. The essential elements for completion of our programs are the learning of specialized knowledge and hands-on-skills. There is a designated section (learning resource library) available for students to access supplementary physical instructional resources and nonphysical resources online through computer. Available to students are: additional hard text books copy, books, magazines on hairstyling, nail care, skin care, health and wellness and online instructional materials. Resources are available to students at any time during school hours upon request. Students may check-out reference materials by submitting a request to their instructors or school director.

Records: Each student is required to maintain an individual time card, which when used properly, records a period of attendance and applied effort on a daily basis. Student Daily Records are the property of the Institution and are to remain on campus.

Students are required to “clock in and out”, including upon arrival, at lunchtime, and departure time.

Lunch: Students who attend class for over a 6-hour period are required to take a 30 minute lunch break. Students are allotted a 30 minute lunch period. Students must notify the floor instructor and reception desk if they deviate from their scheduled 30 minute lunch, i.e. later or earlier than scheduled, extended beyond 30 min., etc. Failure to clock out or back in from lunch could result in loss of attendance hours for that period. Repeated instances of failure to clock out for lunch may result in a written counseling form, suspension and/or requirement to meet with School Director.

Breaks: Students are allowed up to two 15 minute breaks per seven (7) hour day. Morning break is scheduled between 9:00 and 9:30 a.m. Afternoon break is

unscheduled, however to be taken between 2:30 p.m. and 3 p.m. Breaks are not to exceed 15 minutes each. Students are not required to clock in and out during regular breaks if they do not exceed 15 minutes and they remain on campus; however, if a student needs longer than 15 minutes, or needs to leave the campus grounds during a break (or any other time), they MUST clock out. Failure to clock out and back in under these circumstances will result in disciplinary action and a loss of attendance hours for that period of time. Leaving campus while on the clock constitutes as academic dishonesty and could result in suspension and discipline up to and including dismissal.

Evening students are allowed a 15 minute break per evening. The break is unscheduled.

SEXUAL HARASSMENT

Diva Beauty School is committed to providing a quality environment free of unlawful harassment, discrimination, and unprofessional conduct. Good conduct is expected of all students. Students are to be in compliance with all school rules and regulations. Such behavior includes conduct that is unbecoming, discriminating, harassing, rude, vulgar, profane, disrespectful, inappropriate, or of a sexual nature.

Students should use their best judgment in posting material on social media. It is against the institution's policy to post videos or pictures of the students or staff without prior consent of the individuals

VISA

No VISA SERVICE IS PROVIDED for international student.

CONDUCT POLICY

Diva Beauty School is committed to provide a professional environment

- Student are to comply with the school rules and regulations/attendance policy.
- NO harassing others, discriminating behaviors, drugs use, alcohol use, or weapons.
- No rude or disrespectful behavior toward other students and instructors are allowed.
- Dress professionally in black, including but not limited to: no shorts, shirts must be worn, and proper closed toed shoes adequate for standing long periods of time.
- No time clock fraud or academic dishonesty
- Work area needs to be kept clean and tools sanitized at all times.
- Follow Instructor directions and procedures.
- After service to the clients: mirrors, all tools, and the surrounding area must be cleaned.
- Hands must be wash hands.
- Records of all services on clients kept every day.

RE-ENTRY STUDENT

A student who previously withdrew and like to re-enroll must meet with the school personnel and requires the school director approval before allowed to re-enroll. If the student has withdrawn more than 5 years prior, the student would need to redo the whole program.

HOLIDAYS AND SCHOOL CLOSURES:

Diva Beauty School observes the following holidays: New Year's Day, President's Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, and Christmas. Also, reserves the right to take other observed holidays.

TEXTBOOKS & REFERENCE BOOKS

COSMETOLOGY REQUIRED TEXTBOOKS:

Students are required to purchase the textbooks. <https://www.miladypro.com>,
<https://www.cengage.com/student/>

Cosmetology Books:

- Milady's Standard Cosmetology-2016, 13th Ed. – ISBN 13: 9781285769417- \$146.95
- Milady Theory Workbook – ISBN 13: 9781285769455 - \$58.95
- Milady Practical Workbook – ISBN 13: 9781285769479 - \$58.95
- Milady Exam Review – ISBN 13: 9781285769554 - \$42.95

Barbering Books:

- Milady's Standard Professional Barbering, 2017 6th ISBN 13:9781305100558 - \$156.95
- Milady Student Workbook – ISBN 13: 9781305100664- \$73.95
- Milady Exam Review – ISBN13: 9781305100671 - \$50.95

Esthetics Books:

- Milady's Standard Foundations with Standard Esthetics: Fundamentals, 2020 12th Ed. ISBN13: 9780357263792 - \$171.95
- Milady Esthetics Workbook – ISBN 13:9781337095044 - \$72.95
- Milady Exam Review – ISBN 13:9780357871478 - \$55.95

Manicuring Books

- Milady's Standard Nail Technology with Standard Foundations, 2021 8th Ed – ISBN 13: 9781337786553 - \$143.95
- Milady Workbook – ISBN 13: 9781285080512 - \$50.95
- Milady Exam Review – ISBN13: 9781285080543 - \$47.95

REQUIRED REFERENCE BOOKS:

Students are required to have the following books. Students can use the school's computer lab to access the Board of Barbering and Cosmetology's website to download and print the books. In addition, Diva Beauty School has hard copies for students to make copies.

- California State Board of Barbering and Cosmetology's Act and Regulations pursuant to Title 16, CCR section 961(b)(2)
- Health and Safety Course on Hazardous Substances pursuant to Chapter 10, B&P section 7389
- Student Exam Booklet

VOTER REGISTRATION:

Students are encouraged to register to vote in State and Federal Election. Voter Registration and Election information for California can be found at
<http://www.sos.ca.gov>

All information in the content of this school catalog is current and correct and is so certified as true by Diva Beauty School.