



School Catalog

Publication Date: January 1, 2022

Valid through: December 31, 2022

**SALON SUCCESS ACADEMY SCHOOL CATALOG
TABLE OF CONTENTS**

INTRODUCTION & HISTORY	4
INSTITUTIONAL PHILOSOPHY	4
MISSION STATEMENT	4
APPROVAL DISCLOSURE STATEMENT	4
ARTICULATION AGREEMENTS	5
OWNERSHIP AND MANAGEMENT	5
ADMISSION REQUIREMENTS.....	5
CREDIT FOR PREVIOUS TRAINING	7
CAMPUS TRANSFER POLICY	9
CAMPUS INFORMATION	10
CAMPUS HOURS	11
SCHOOL CALENDAR	12
CLASS START DATES 2022	12
COURSE SCHEDULES	13
COURSE CHARGES AND FEES.....	14
FINANCIAL AID PROGRAMS	14
PAYMENT METHODOLOGY	15
ATTENDANCE POLICY.....	15
STUDENT LIBRARY	16
EXCUSED ABSENCE	16
UNEXCUSED ABSENCES.....	16
PREARRANGED AND PREAPPROVED ABSENCE GUIDELINES	16
MAKEUP HOUR OPPORTUNITIES.....	17
REASONABLE ACCOMMODATION	17
SATISFACTORY ACADEMIC PROGRESS POLICY (SAP).....	17
ATTENDANCE POLICY/PROGRESS	17
ACADEMIC PROGRESS.....	18
GRADING.....	18
DETERMINATION OF PROGRESS	19
FINANCIAL AID WARNING	19
REESTABLISHMENT OF STATUS	19
REENTRY STUDENTS/INTERRUPTIONS	19
REINSTATEMENT OF FINANCIAL AID.....	20
PROGRAM INCOMPLETES, REPETITIONS, AND NON-CREDIT REMEDIAL COURSES	20
GRADUATION REQUIREMENTS	20
LEAVE OF ABSENCE (LOA)	20
MAKE-UP WORK.....	21
STUDENTS RIGHT TO PRIVACY AND ACCESS TO FILE	21
EQUAL RIGHTS STATEMENT	22
NON DISCRIMINATION DISCLOSURE	22
EMPLOYMENT ASSISTANCE	22
OCCUPATIONS AND STATE EXAMINATION REQUIRMENTS BY COURSE	22
STATE BOARD APPLICANTS WHO HAVE BEEN CONVICTED OF A CRIME	25
COMPENSATION, HEALTH AND PHYSICAL CONSIDERATIONS	25
CANCELLATION AND REFUND POLICY.....	25

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION 28

NOTICE OF STUDENT RIGHTS 28

SCHEDULE CHANGES & CAMPUS TRANSFERS 29

OVER AGREEMENT 29

FACILITIES FOR THE REASONABLE ACCOMODATION..... 29

GRIEVANCE POLICY..... 29

STUDENT SERVICES..... 30

INFORMATION TECHNOLOGY REQUIREMENTS..... 30

FACULTY OFFICE HOURS 30

CODE OF CONDUCT 30

RULES AND REGULATIONS 31

WITHDRAWAL FOR MISCONDUCT 33

TIME CLOCK PROTOCOLS 33

DRESS CODE 33

FEDERAL CONSUMER INFORMATION 35

BASIC FINANCIAL AID INFORMATION NEED-BASED AND NON-NEED BASED FEDERAL PROGRAMS 35

COST OF ATTENDING SCHOOL 42

STUDENT HOUSING 42

CAMPUS SECURITY REPORT 44

EMERGENCY EVACUATION PLAN 44

DRUG AND ALCOHOL ABUSE INFORMATION 45

DIVERSITY..... 45

FERPA..... 45

COPYRIGHT INFRINGEMENT..... 46

CONSTITUTION DAY..... 46

VOTER REGISTRATION 46

VACCINATION POLICY 47

INDEMNITY AGREEMENT 47

GOVERNING AGENCIES 48

ACCREDITATION 48

NACCAS ANNUAL REPORT STUDENT OUTCOMES 49

RATIONALE FOR 680 HOUR ESTHETICIAN COURSE..... 50

COSMETOLOGY 1200 HOUR COURSE OUTLINE AND SYLLABUS 51

BARBERING 1000 HOUR COURSE OUTLINE AND SYLLABUS 54

ESTHETICIAN COURSE OUTLINE & SYLLABUS 57

MANICURING/NAIL CARE COURSE OUTLINE & SYLLABUS 62

MUD CONTINUING EDUCTION COURSE OUTLINES AND CHARGES 66

CONTINUING EDUCATION CLASS CHARGES 67

FACULTY DIRECTORY & QUALIFICATIONS.....SEE APPENDIX A FOR YOUR CAMPUS

INTRODUCTION & HISTORY

Salon Success Academy is a family owned and operated beauty school with a long history in the Inland Empire of California. The school was originally founded by award winning stylist and salon owner, Richard Gross, as Richard's Beauty School in 1960. Richard's son, Robert Gross, later became the owner and president in 1990. Six years later, the company began operating under the name Salon Success Academy. Since then, the beauty school has expanded to six locations. The company's headquarters is located in Upland, California. Robert's strong commitment to education, and to the local community, has helped turn Salon Success Academy into the "People Helping Company" that it is today.

INSTITUTIONAL PHILOSOPHY

Salon Success Academy is committed to the vocational needs of their students and the community. Courses are designed for the student who is seeking an education that is relevant to the practical needs and technical environment of modern industry. Our primary objective is to produce technically skilled, job ready graduates who will be valuable to their employers, the community and themselves. Graduates of our programs will be prepared to take and pass the State Board Exams for the program selected. Once licensed, our graduates are qualified to work in the professional beauty salon industry. Through the skill and dedication of a well-qualified faculty, quality curriculum, hands-on training program and high-performance demands of students, our graduates are a credit to their school, their employer and themselves.

MISSION STATEMENT

Our mission is to equip our students with the tools necessary to succeed in the beauty industry by providing exceptional technical education in the classroom and servicing our local communities. The training our students receive will enable them to successfully attain employment in the beauty industry and related fields.

APPROVAL DISCLOSURE STATEMENT

Salon Success Academy is a private institution and has been granted institutional approval from the Bureau for Private Postsecondary Education pursuant to California Education Act of 2009. The Bureau's approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the bureau. Institutional approval must be re-approved every five years and is subject to continuing review.

The courses below are approved for all locations unless indicated otherwise:

Cosmetology	1200 Clock Hours (effective 1/1/22)
Barbering (Offered only in Upland & Riverside)	1000 Clock Hours (effective 1/1/22)
Cosmetology	1600 Clock Hours - No new students after Dec 2021
Barbering (Offered only in Upland & Riverside)	1500 Clock Hours - No new students after Dec 2021
Esthetician (Not offered in Fontana or Riverside)	680 Clock Hours
Manicuring/Nail Care	400 Clock Hours

Continuing Education Classes listed below are only approved in Upland, West Covina and Riverside Campuses

MUD Beauty Essentials	84 Clock Hours
Airbrush	35 Clock Hours
Bridal Makeup	21 Clock Hours
Studio Makeup	35 Clock Hours
High Fashion Makeup Trends	35 Clock Hours

All programs are taught in English only. All course materials and enrollment documents are printed in English only. 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

1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: www.bppe.ca.gov Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 574-8900 or by fax (916) 263-1897

Persons wishing to resolve problems should first contact the Instructor in charge. Requests for further action may be made to the school personnel, or our Home Office at (909) 982-4200. Please follow the grievance policy as outlined in

this catalog. The page number can be found in the table of contents. As a prospective student, you are encouraged to review this Catalog prior to signing an Enrollment Agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement. A copy of this Catalog can be found on our website at www.Salonsuccessacademy.com. Our Catalog is updated as needed throughout the year.

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 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet web site: www.bppe.ca.gov.

Salon Success Academy 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.).

ARTICULATION AGREEMENTS

Salon Success Academy – Upland Campus located at 1385 East Foothill Boulevard, Upland, CA 91786 has the following articulation agreements with Salon Success Academy locations at:

- 112 Plaza Drive, Suite 166, West Covina, CA 91790
- 2097 Compton Ave, Suite 201, Corona, CA 92881
- 16803 Arrow Blvd. Fontana, CA 92335
- 1915 W Redlands Blvd, Suite 111, Redlands, CA 92373
- 6780 Indiana Ave, Suite 200, Riverside CA 92506
 - To provide Orientation to students from all programs.
 - To provide Lab hours to students from all programs.
 - To provide special guest lectures to students from all programs

OWNERSHIP AND MANAGEMENT

Robert Gross	President / Owner
Jeff Gross	Vice President of Operations / Owner
Megan Guthrie	Vice President of Administration / Owner
Kyle Rumbel	Vice President of Finance & Personnel / Owner
Christina Belcher	Vice President of Compliance & Student Services
Brandy Hamilton	Campus Affairs Director
Yvette Martinez	Administrative Assistant
Jade Klawon	Administrative Assistant / Call Center
Joseph Marmolejo	Social Media Specialist
Tanya Granados	Financial Aid Administrator
Monique Unger	Administrative Assistant
Anna Islas	Administrative Assistant
Olivia Villalba	Administrative Assistant
Yvette Henriquez-Lopez	Placement Coordinator

ADMISSION REQUIREMENTS FOR COSMETOLOGY, BARBERING, ESTHETICIAN & MANICURING/NAIL CARE

Applicants are accepted as regular students by meeting the following criteria:

Proof of U.S. completion of 12th grade education or its equivalent

- An individual who is a graduate of an accredited high school OR
- An individual who is a graduate of an approved home school curriculum OR
- An individual who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree OR

- An individual who has successfully completed the GED OR
- An individual who has successfully completed a state-authorized exam such as TASC or HISET

An individual who is beyond the age of compulsory school attendance in California. (Current state law in California states that students must attend school until they are 18 years of age). Students who are beyond the age of compulsory school attendance must also have proof of education as stated above.

- Foreign diplomas or transcripts must be translated and verified by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

The proof of education document provided must have the student's current last name used for enrollment. In the event that the last name is not the same, another form of documentation will be required to prove that the name on the diploma, GED or Certificate is the student.

Recommended documentation is listed below but is not limited to:

- Official name change documents
- Marriage license or Divorce decree
- Birth certificate
- Driver's licenses in both old and new names
- Social security cards in both old and new names

The student must bring the original document (Diploma, GED or Certificate) to the admissions representative. The representative will make a copy for our file. If the student does not have the original document, they must provide an official transcript that shows high school completion or GED, TASC or HiSet, passing test scores.

Students will be required to furnish a copy of their social security card or tax identification number (TIN) to be admitted into any program that requires a state licensing exam if:

- The student does not apply for or receive Title IV Federal Student Aid

Please note that students must be at least 17 years of age to be admitted to state board. Therefore, students will not be admitted to any program that requires a state licensing exam until it is determined they will be at least 17 by the time they graduate from the program.

Students must present an acceptable form of ID for the purpose of confirming age to be admitted into the program. The following is a list of the forms of identification which will be accepted:

1. State issued Driver License (any state)
2. State ID issued by the state department of motor vehicles (any state)
3. US Military ID
4. Passport or Passport Card– United States
5. Permanent Resident Card
6. US Immigration and Naturalization issued ID
7. Official Birth Certificate (U.S. only) (Hospital Certificate is not acceptable)

Per Title IV requirements, students applying for federal financial aid may be required to furnish additional sources of ID for purposes of verifying citizenship.

****Admittance to the California State Board requires a Valid, State issued, picture ID. It is the student's responsibility to ensure their State Issued ID has not expired prior to taking the state exam.**

All courses, course materials and enrollment materials for all locations are offered in English only. We do not offer English language services or ESL instruction. English fluency is demonstrated through the successful completion of the admissions interview and passing entrance exam.

Prospective students will be interviewed by a representative of our admissions department. The interview will explain the school's philosophy, course content and discuss career opportunities. Our Admissions interview process will be used to help determine the acceptability of potential students. Salon Success Academy does not recruit students already attending or admitted to another school offering a similar course of study.

Students who did not complete the program may apply for re-enrollment. Refer to how credit for previous training is applied for more information.

Prospective students without a high school diploma or recognized equivalent (Ability-To-Benefit Policy)

Salon Success Academy does not accept Ability-To-Benefit students.

International Students

Salon Success Academy does not accept international students.

CREDIT FOR PREVIOUS TRAINING

All students with transfer or previous hours must complete a request for enrollment. A **non-refundable** transcript evaluation fee of \$100 is due when the request is submitted. Students who start school as scheduled will have the evaluation fee applied towards tuition on their account. Students who do not enroll or do not begin school as scheduled will **not** receive a refund or have the fee applied towards tuition. The evaluation fee cannot be applied towards the student’s Registration fee or initial deposit for school.

In addition to the request and evaluation fee, the student must provide the following:

- 1) A copy of their official transcripts which must include operations, technical hours, exam scores and clock hours
- 2) An official State Board Proof of Training document

Only identical and completed hours between programs will be considered for transfer. Student transcripts will be evaluated for transferability prior to enrollment.

PROGRAM HOURS	Health & Safety	Disinfection & Sanitation	Chemical Hair Services	Hair styling	Shaving	Skin Care Services	Hair Removal, Lash & Brows	Nails & Manicuring	Advanced Hair Cutting	Advanced Hair Coloring	Advanced Hair styling	Addtl. Lab Hours	MUD Training	TOTAL
Cosmetology	100	100	200	200	0	150	50	100	100	100	100	0	0	1200
Barbering	100	100	200	200	200	0	0	0	100	0	0	100	0	1000
Esthetician	100	100	0	0	0	350	50	0	0	0	0	0	80	680
Manicuring/Nail Care	100	100	0	0	0	0	0	150	0	0	0	50	0	400

Chart A will determine how many of your approved prior hours will be considered, depending on how long ago the hours were completed. The first column in chart A represents the amount of time between your withdrawal date and the date you enroll or re-enroll. The second column provides the percentage of the prior hours you will receive.

No credit will be awarded for prior experiential learning.

CHART A

Student’s Last day of Attendance to the Current Registration Date Percentage of Hours Granted

1-12 months	Up to 100%
13-24 months	Up to 75%
25-36 months	Up to 50%
37 months or more	Zero Hours Granted

CHART B:

Students with previous hours in: ↓	<u>Transferring To</u> Cosmetology 1200 Hour Course <u>Hours to Complete:</u>	<u>Transferring To</u> Barbering 1000 Hour Course <u>Hours to Complete:</u>	<u>Transferring To</u> Esthetician 680 Hour Course <u>Hours to Complete:</u>	<u>Transferring To</u> Manicuring/Nail Care 400 Hour Course <u>Hours to Complete:</u>
Cosmetology 1600 Hour Course	Max Accepted Hours: 600	Max Accepted Hours: 600	Max Accepted Hours: *280 Only SSA Alumni transfer hours accepted	Max Accepted Hours: *200 Only SSA Alumni transfer hours accepted
	Hours to Complete: 600	Hours to Complete: 400	Hours to Complete: 400	Hours to Complete: 200
Cosmetology 1200 Hour Course	Max Accepted Hours: 800	Max Accepted Hours: 600	Max Accepted Hours: *280 Only SSA Alumni transfer hours accepted	Max Accepted Hours: *200 Only SSA Alumni transfer hours accepted
	Hours to Complete: 400	Hours to Complete: 400	Hours to Complete: *400	Hours to Complete: *200
Barbering 1500 Hour Course	Max Accepted Hours: 500	Max Accepted Hours: 500	Max Accepted Hours: *80 Only SSA Alumni transfer hours accepted	Max Accepted Hours: *0
	Hours to Complete: 700	Hours to Complete: 500	Hours to Complete: 600	Hours to Complete: 400
Barbering 1000 Hour Course	Max Accepted Hours: 600	Max Accepted Hours: 600	Max Accepted Hours: *80 Only SSA Alumni transfer hours accepted	Max Accepted Hours: *0
	Hours to Complete: 600	Hours to Complete: 400	Hours to Complete: 600	Hours to Complete: 400
* Esthetician 680 Hour Course	Max Accepted Hours: *200 Only SSA Alumni transfer hours accepted	Max Accepted Hours: *200 Only SSA Alumni transfer hours accepted	Max Accepted Hours: *300 Only SSA Alumni transfer hours accepted	Max Accepted Hours: *0
	Hours to Complete: 1000	Hours to Complete: 800	Hours to Complete: 380	Hours to Complete: 400
* Manicuring/Nail Care 400 Hour Course	Max Accepted Hours: *200	Max Accepted Hours: *100	Max Accepted Hours: *80 Only SSA Alumni transfer hours accepted	Max Accepted Hours: *200 Only SSA Alumni transfer hours accepted
	Hours to Complete: 1000	Hours to Complete: 900	Hours to Complete: *600	Hours to Complete: 200

For purposes of the chart above SSA refers to Salon Success Academy

Esthetician & Manicuring/Nail Care: We only accept prior hours to enter into Esthetician or Manicuring/Nail Care from Salon Success Academy alumni. We do not accept prior hours from students with Esthetician or Manicuring/Nail Care hours into other courses for students from other schools.

Students with a **Valid California License** must complete the following hours and modules in the chosen course:
 Licensed students are not required to be Salon Success Academy Alumni to enroll in any program as listed.

Students with a Valid California License in ↓	Transferring To Cosmetology Course <u>Hours to Complete:</u>	Transferring To Barbering Course <u>Hours to Complete:</u>	Transferring To Esthetician Course <u>Hours to Complete:</u>	Transferring To Manicuring/Nail Care Course <u>Hours to Complete:</u>
Cosmetology License	NA	Hours in Barbering 400	Hours in Esthetician 400	Hours in Manicuring/Nail Care 200
Modules	NA	Shaving and Grooming, Haircutting	Advanced Skin Care, MUD	Basic of Nail Care
Barbering License	Hours in Cosmetology 600	NA	Hours in Esthetician 600	NA
Modules	Basic of Skin, Basic of Nails, Advanced Hair Module	NA	Basic of Skin, Advanced Skin, MUD	NA
Esthetician License	Hours in Cosmetology 800	Hours in Barbering 800	NA	NA
Modules	Hair Fundamentals, Basic Nail Care, Hair Cutting, Hair Color, Hair Styling	Hair Fundamentals, Shaving and Grooming, Hair Cutting	NA	NA
Manicuring License	Hours in Cosmetology 900	Hours in Barbering 800	Hours in Esthetician 600	NA
Modules	Hair Fundamentals, Basic Skin Care, Hair Cutting, Hair Color, Hair Styling	Hair Fundamentals, Shaving and Grooming, Hair Cutting	Basic of Skin, Advanced Skin, MUD	NA

CAMPUS TRANSFER POLICY

Not all students will be approved to transfer campuses. The approval/denial will be based on a review of the student's current attendance, all write ups and behavior issues. Salon Success Academy must have a reasonable assurance that the student will be successful at the new campus. There is a \$150 transfer fee which must be paid at the time of the request.

Upland & West Covina Campuses

Students transferring from the Salon Success Academy Upland or West Covina campus to any other Salon Success Academy campus should first speak to the Financial Planner or Campus Director for instructions. Upon approval the student will withdraw from school and begin the 1 – 180 day waiting period to re-enroll in the approved campus. The waiting period will be determined according to the student's current loan period. At the end of the waiting period the student will be required to meet with the Financial Planner and Admissions Representative at the new campus to complete the re-enrollment requirements.

Students transferring between the Upland Main Campus and its branch campus (West Covina) should first speak to their Student Services Facilitator or Campus Director for instructions. Upon approval students will be allowed to transfer to the new institution without being subjected to the waiting period.

Corona, Redlands & Fontana

Students transferring from the Salon Success Academy Corona, Fontana or Redlands campus to either the Upland, West Covina or Riverside campus should first speak to their Student Services Facilitator or Campus Director for instructions. Upon approval the student will withdraw from school and begin the 1 – 180 day waiting period to re-enroll in the approved campus. The waiting period will be determined according to the student’s current loan period. At the end of the waiting period the student will be required to meet with the Student Services Facilitator and Admissions Representative at the new campus to complete the re-enrollment requirements.

Students transferring between the Corona Main Campus and either of its branch campuses (Redlands & Fontana) should first speak to their Student Services Facilitator or Campus Director for instructions. Upon approval students will be allowed to transfer to the new institution without being subjected to the waiting period.

Riverside Campus

Students transferring from the Salon Success Academy Riverside campus to any other Salon Success Academy campus should first speak to the Financial Planner or Campus Director for instructions. Upon approval the student will withdraw from school and begin the 1 – 180 day waiting period to re-enroll in the approved campus. The waiting period will be determined according to the student’s current loan period. At the end of the waiting period the student will be required to meet with the Financial Planner and Admissions Representative at the new campus to complete the re-enrollment requirements.

CAMPUS INFORMATION

FACILITIES AND EQUIPMENT

Owned by Robert Gross, Richard Gross Enterprises

For School Information Call 877 987-4247

Email: corp@salonsuccessacademy.com

Website: www.SALONSUCCESSACADEMY.com

Classes are held at all Salon Success Academy campuses listed below. All are accredited by NACCAS and approved by the Bureau for Private Postsecondary Education. The campus computer systems are backed up daily at an offsite location.

Salon Success Academy (Upland Campus)

1385 E Foothill Blvd

Upland, CA 91786

Salon Appointment Call 909.982.4662

Admissions Call 877.987.4247

Corporate office 909.982.4200

This campus is 15,780 square feet consisting of a salon floor, clinic skin care service rooms, and a dispensary. There are 4 large classrooms, a MUD Makeup room and an audio/visual (library) room, administrative offices, a student break room, restrooms and a teacher’s break room.

Salon Success Academy (West Covina Campus)

(Branch Campus of Upland)

112 Plaza Drive, Suite 166

West Covina, CA 91790

Salon Appointment Call 909.457.2812

Admissions Call 877.987.4247

This campus is 5,763 square feet consisting of a salon floor, a clinic skin care service room, a dispensary, and 3 classrooms. There are also administrative offices, a student break room and restrooms.

Owned by Robert Gross, R & M Beauty Colleges Inc.
For School Information Call 877 987-4247
Email: corp@salonsuccessacademy.com
Website: www.SALONSUCCESSACADEMY.com

Salon Success Academy (Corona Campus)

2097 Compton Ave Suite 201
Corona, CA 92881

Salon Appointment Call 951.736.9725
Admissions Call 951.736.9768

This campus is 11,000 square feet on the second floor of the complex consisting of a clinic floor, treatment room, administrative offices, large classrooms, a student break room, restrooms, and a teacher's break room.

Salon Success Academy (Fontana Campus)

16803 Arrow Blvd.
Fontana, CA 92335

(Branch Campus of Corona)
Salon and Admissions Appointments Call 909.822.1149

This campus is 3,141 square feet consisting of a clinic floor, administrative office, a classroom that can be split with a divider to create two rooms, a student break room, restrooms and a teacher's break room.

Salon Success Academy (Redlands Campus)

1915 West Redlands Blvd, Suite 111
Redlands, CA 92373

Salon Appointment Call 909 307-0312
Admissions Call 909.307.6908

This campus is 6,912 square feet consisting of a clinic floor, administrative offices, large classrooms, a student break room, restrooms and a teacher's break room.

Salon Success Academy (Riverside Campus)

6780 Indiana Avenue Suite 200
Riverside, CA 92506

Salon Appointment Call 951.462.1028
Admissions Call 877-987-4247

This campus is 6,690 square feet on the second floor of the complex consisting of classrooms, a student break room, a clinic classroom/ salon floor and dispensary, a study/computer room, offices, and restrooms.

Each campus has a Director who oversees the daily operations of the school and is responsible for enforcing the company's policies and regulations.

CAMPUS HOURS

Corona & Redlands

Monday 5:00 pm – 9:30 pm
Tuesday – Friday 9:00 am – 9:30 pm
Saturday 9:00 am – 5:00 pm

Upland, West Covina, Riverside

Monday - Friday 9:00 am – 9:30 pm
Saturday 9:00 am – 5:00 pm

Fontana

Tuesday – Saturday 9:00 am – 5:00 pm

SCHOOL CALENDAR

HOLIDAY SCHEDULE

All campuses will be closed for the following days in 2022

2022 HOLIDAYS	CLOSED START DATE	CLOSED END DATE (If closed more than one day)
New Years Day	Saturday Jan 1	NA
Memorial Day (2 days)	Saturday, May 28	Monday, May 30
4 TH of July	Saturday July 2	Monday July 4
Labor Day (2 days)	Saturday, September 3	Monday, September 5
Thanksgiving (3 days)	Thursday, November 24	Saturday, November 26
Christmas	Saturday, December 24	NA
New Years	Saturday, December 31	NA

Special hours for Makeup time

Monday, May 23	Fontana open 9:00-5:00, Upland, Corona, Redlands, Riverside, West Covina 9:00-9:30
Monday, August 29	Fontana open 9:00-5:00, Upland, Corona, Redlands, Riverside, West Covina 9:00-9:30
Monday, November 21	Fontana open 9:00-5:00, Upland, Corona, Redlands, Riverside, West Covina 9:00-9:30

CLASS START DATES 2022

Orientation will be held the first Monday of the start week:

*Due to the COVID19 Pandemic, Orientation will be held at the student's individual campus. The location will revert back to the Upland location once restrictions have been lifted and it is deemed safe for large gatherings indoors.

10:00am – 12:00pm. Orientation is mandatory.

Dates are subject to change. It is the student's responsibility to provide all required paperwork and documentation requested for enrollment and financial aid if applicable prior to the start date. Missing or incomplete documentation may cause a delay or inability to start school.

Check with the Admissions Department for more information (877) 987-4247

***Manicuring/Nail Care Classes begin every other start beginning in January.**

Cosmetology, Barbering and Esthetician classes start every 5 weeks for day classes and every 10 weeks for night.

Day Classes are full time (35 hpw) Night classes are part time (20 hpw)

Start Date	DAY/NIGHT	PROGRAMS (Not all programs and schedules are offered at every campus)
1/18/2022	DAY	Cosmetology, Barbering Esthetician, Manicuring/Nail Care
	NIGHT	Cosmetology, Barbering Esthetician, Manicuring/Nail Care
2/22/2022	DAY	Cosmetology, Barbering, Esthetician
3/29/2022	DAY	Cosmetology, Barbering Esthetician, Manicuring/Nail Care
	NIGHT	Cosmetology, Barbering Esthetician, Manicuring/Nail Care
5/3/2022	DAY	Cosmetology, Barbering, Esthetician
6/7/2022	DAY	Cosmetology, Barbering Esthetician, Manicuring/Nail Care
	NIGHT	Cosmetology, Barbering Esthetician, Manicuring/Nail Care
7/12/2022	DAY	Cosmetology, Barbering, Esthetician

8/16/2022	DAY	Cosmetology, Barbering Esthetician, Manicuring/Nail Care
	NIGHT	Cosmetology, Barbering Esthetician, Manicuring/Nail Care
9/20/2022	DAY	Cosmetology, Barbering, Esthetician
10/25/2022	DAY	Cosmetology, Barbering Esthetician, Manicuring/Nail Care
	NIGHT	Cosmetology, Barbering Esthetician, Manicuring/Nail Care
12/6/2022	DAY	Cosmetology, Barbering, Esthetician

COURSE SCHEDULES

CAMPUS	DAY CLASS SCHEDULES	HOURS PER WEEK/WEEKS TO GRAD	NIGHT CLASS SCHEDULES	HOURS PER WEEK/WEEKS TO GRAD
<i>COSMETOLOGY 1200 Hours</i>				
Corona, Redlands, Upland, Riverside & West Covina	Tues – Sat 9:00 – 5:00	35hpw / 36 Weeks	Mon – Fri 5:30 – 9:30	20 hpw/ 63 Weeks
Fontana	Tues – Sat 9:00 – 5:00	35hpw / 36 Weeks	NA	NA
<i>BARBERING 1000 Hours</i>				
Riverside	Tues – Sat 9:00 – 5:00	35hpw / 30 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 50 weeks
Upland	Tues – Sat 9:00 – 5:00	35hpw /30 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 50 Weeks
<i>ESTHETICIAN 680 Hours</i>				
Corona	Tues - Sat 9:00 - 5:00	35 hpw /21 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 36 Weeks
Redlands	Tues – Sat 9:00 – 5:00	35 hpw /21 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 36 Weeks
Upland	Tues – Sat 9:00 – 5:00	35 hpw /21 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 36 Weeks
West Covina	Tues – Sat 9:00 – 5:00	35 hpw /21 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 36 Weeks
<i>MANICURING/NAIL CARE 400 HOURS -Classes Start January, March, June, August & October</i>				
Corona	Tues – Sat 9:00 – 5:00	35 hpw /12 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 21 Weeks
Fontana	Tues – Sat 9:00 – 5:00	35 hpw /12 Weeks	NA	NA
Redlands	Tues – Sat 9:00 – 5:00	35 hpw /12 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 21 Weeks
Riverside	Tues – Sat 9:00 – 5:00	35 hpw /12 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 21 Weeks
Upland	Tues – Sat 9:00 – 5:00	35 hpw /12 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 21 Weeks
West Covina	Tues – Sat 9:00 – 5:00	35 hpw /12 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 21 Weeks

Full Time Students will be contracted for 35 hours per week but should attend 37.5 hours per week to accumulate hours that will accelerate their graduation date or be used towards future absences.

Part Time Students should attend 7.5 hours twice per month on designated Saturdays in order to accumulate hours that will accelerate their graduation date or be used towards future absences.

The extra make-up hours may not be used in place of a scheduled school day on a regular basis. Students who consistently abuse the make up hour system will lose the privilege of making up hours in this manner.

*New Classes that do not have the minimum number of students to start will be moved to the next start month. Registered students will be contacted regarding the change in start date. If they choose not to move to the next month, they can request a full refund of the amount the student put down for a deposit.

COURSE CHARGES AND FEES

Course Charges and Fees	Cosmetology 1200 Hours \$14 hr	Esthetician 680 Hours \$14 hr	Manicuring/ Nail Care 400 Hours \$10 hr	Barbering 1000 Hours \$14 hr
Tuition	\$16,800.00	\$9,520.00	\$4,000.00	\$14,000.00
Registration Fee (Non Refundable)	\$100.00	\$100.00	\$100.00	\$100.00
Supplies (Non-Refundable)	\$2,100.50	\$2,600.00	\$1,200.50	\$2,000.00
STRF(Non-Refundable) \$2.50 per every \$1000	\$47.50	\$30.00	\$12.50	\$40.00
Transfer Fee (Non-Refundable)	\$0.00	\$0.00	\$0.00	\$0.00
Schedule Change Fee (Non-Refundable)	\$0.00	\$0.00	\$0.00	\$0.00
Transcript Fee (Non-Refundable)	\$0.00	\$0.00	\$0.00	\$0.00
Total Charges for the current period of attendance	\$19,048.00	\$12,250.00	\$5,313.00	\$16,140.00
Estimated total charges for the entire educational program	\$19,048.00	\$12,250.00	\$5,313.00	\$16,140.00

Included in the Supplies: Textbooks, Online Access & Uniform shirts (Sales tax included)

Cosmetology students may add on the MUD Beauty Essentials make-up kit for \$1299. This is not a requirement.

FINANCIAL AID PROGRAMS

For those students who qualify the school participates in Federal Pell Grant and William D Ford "Direct Loan Program" Subsidized, Unsubsidized and Plus loans. Subsidized loans are need based; based on the school's COA and the Student's EFC a determination is made concerning need or lack thereof. Unsubsidized loans are not need based. School personnel counsel each student carefully as a means of enabling students to minimize the amount of debt incurred while attending school. The Pell Grant is a grant to those who qualify (qualification is based on family earnings) and does not have to be repaid except in cases where a student fails to complete a specified percentage of the pay period of which they are currently attending. In cases where a student withdraws before completing 60% of the specified pay period, a portion of the grant becomes the student's liability and as such may create a greater liability on the student in terms of balance owed the school. Our Student Financial Planners work with students in determining loan amount need(s) and loans must be certified by school's Financial Planning Office. The school certifies loans only in amounts to cover the cost of the student's Agreement. All student loans are binding Agreements between the student and the U S Department of Education and as such must be repaid. Failure to repay student loans by student's and or parents (Plus Loan) to the U S Department of Education as scheduled on the promissory note will have adverse effects on if the individuals credit history. Students are apprised of expected federal funds for a specified award on or before the first day of class based on financial and or other pertinent information the student provides to the school when filing or verifying FAFSA information. Federal funds are disbursed in payment periods. Disbursement of federal funds is contingent on the students being in satisfactory progress at the scheduled disbursement date. Failure to maintain satisfactory progress as defined in the school's satisfactory progress policy will cause a student's federal funds to be withdrawn.

PAYMENT METHODOLOGY

Perspective students, prior to beginning school, will meet with our Financial Planning Department to establish a financial plan to meet the costs associated with their scheduled course. Our team in Financial Planning will determine, through reviewing the resources available to the student and possibly their family, as well as what forms of financial aid they may wish to apply and be eligible. As a result of our financial planning process, with the timely and accurate submissions of forms with our support, students will be able to develop a financial plan to meet their educational goals. The student's plan may include a variety of options depending on the approved plan developed with the student and Salon Success Academy including the following:

Payment Options (may vary as a result of the student financial planning process)

1. Full payment prior to beginning school.
2. Third Party financing agreement between the student and third party.
3. Students will pay a partial amount before classes begin and will make monthly payments according to the Payment Plan in each month.
4. Federal Student Aid to pay student tuition, and if needed private payments (cash, credit card, money order or check) to pay the full cost of the course.

Salon Success Academy accepts as forms of payment cash, check, credit card, money order, and/or Title IV funding.

ATTENDANCE POLICY

Future employers will not tolerate absences. Salon Success Academy strives to prepare students for a successful career in which attendance is a critical component. Additionally, if a student is excessively absent he/she will not be able to master the course content and develop the knowledge and skills to succeed.

The course is measured by actual clocked hours. Both excused and unexcused absences have a negative effect on a student's Attendance Rate.

The following attendance regulations are in effect at Salon Success Academy.

1. Day students can clock in from 8:55 am – 9:05 am and are late at 9:06. Night students can clock in from 5:25pm – 5:35pm and are late at 5:36.
2. Students will not be allowed to clock in later than 5 minutes after their scheduled start time unless they have documentation that is approved by the Campus Director. E.g., doctor's note time and date stamped.
3. Students may only take breaks at the discretion of their instructor or Campus Director. Lunch breaks are 30 minutes only. Students may be written up, suspended, or possibly terminated from the program for taking breaks without permission, taking excessive breaks or longer than approved lunch or other breaks. Students who take less than 30 minutes will have their break adjusted to 30 minutes.
4. Students who miss class will be required to make up all missed assignments and exams in a timely manner. Falling behind on theory exams and assignments will lead to low GPA and possible loss of financial aid funding.
5. Students who are habitually late will be counseled and expected to correct their tardiness. Those who do not make the appropriate corrections to get to school on time may be subject to overage fees due to low attendance percentage and/suspension or termination from the program.
6. Saturday attendance is not only a mandatory part of your training but will also be a vital part of your success when you begin working in the industry. Students who are absent on Saturday or attend less than 100% of their scheduled hours on that day without proper documentation or campus director approval will be counseled and expected to correct their absenteeism.
7. Students may, under unusual circumstances and with prior written permission from the Campus Director, have an excused absence on Saturday if the circumstances relate to a medical, legal, military, bereavement or direct (bloodline or spouse) family related emergency. Under a documented medical emergency, the pre-approval requirement may be waived. While this circumstance may be an approved absence the academic and attendance requirements must be made-up. Students incurring a Saturday absence under this type of documented circumstance may be allowed to make up the time at lab and will not be subject to suspension for the occurrence.

Students who are absent **fourteen (14) calendar days**, without contacting or responding to attempted contact by school personnel or being on an approved leave of absence, may be dismissed on the 14th day. The student should contact the Campus Director to discuss if they have been withdrawn or if they may return to school. Students who continually miss a day or more each week will also be subject to termination from the program. Students with poor attendance will be given an over contract estimate and if it is determined that the student will go over contract even with perfect attendance they understand and agree that all over-contract charges will be due and payable the day the student goes over agreement.

Students who are dismissed or voluntarily withdraw and have 70% or less attendance must wait a minimum of 90 days from their last day of attendance to apply for re-enrollment. Students will be subject to a waiting period of up to 180 days from their last day of attendance before they may be granted approval to re-enroll. The waiting period and approval or denial will be based on the student's prior attendance patterns, overall percentage at the time of withdrawal or dismissal, the documentation provided for their attendance issues in the prior enrollment and proof of correction. Students who had behavior issues may be denied based on the severity of the occurrences.

The student must provide proof to the VP of Administration that the circumstances leading to their poor attendance have been corrected and that they will be able to maintain satisfactory progress. There is no guarantee that any student who is dismissed or withdraws from the program will be readmitted. Students who do not complete the program and decide to re-enroll might not receive 100% of their prior hours. They will be subject to the current prior hours policy at the time the new enrollment agreement is signed. Each student will be evaluated individually.

NOTE: Students must meet requirements for re-enrollment as listed in the catalog under the Admissions section "Credit for Prior Hours"

STUDENT LIBRARY

Library materials such as books, magazines and DVD's are made available to all students for checkout at their campus. A limited number of Chromebooks are also available for checkout to be used on school premises. The Upland campus also has PC's available for use during lab hours. Students can sign out materials from their Campus Director or Instructor. A list of available resources is posted by the cabinet or shelf where they are displayed.

EXCUSED ABSENCE

Students **may** be allowed the opportunity to clock make up hours when:

- 1) The student has reported their absence to the school before 9:00 am the day of the absence by calling, emailing or texting the Registrar or Campus Director with a valid reason that does not meet the unexcused absence criteria. Subject to the discretion of the Campus Director (documentation recommended)
- 2) Pre-arranged and **pre-approved** by the Campus Director (Documentation recommended)
- 3) Documented emergency

UNEXCUSED ABSENCES

Students may **lose out on the opportunity** to clock make up hours for the following reasons:

- 1) Leaving early, unless pre-arranged/documented and pre-approved by the Director
- 2) Arriving late, unless pre-arranged/documented and pre-approved by the Director
- 3) Consistent absent patterns
- 4) Suspensions / Sent home from school
- 5) All Saturday absences, unless it is a documented emergency or has been pre-arranged and pre-approved by the Campus Director.

PREARRANGED AND PREAPPROVED ABSENCE GUIDELINES

- 1) The student should have excellent attendance on a normal basis (**Actual** Attendance is at or above 90%)
- 2) Student is free from behavior problems
- 3) Student is on schedule for completing operations/technical hours and exams
- 4) Student has discussed and received written approval from the Campus Director prior to the absence.

MAKEUP HOUR OPPORTUNITIES

- 1) Full time day students (9:00 – 5:00) who take a 30 minute lunch will gain 30 minutes per day in make up hours.
- 2) Part time night students (5:30 – 9:30) may arrange with the campus director to attend one (1) Saturday per month. Students may choose either the 1st or 3rd Saturday of the month and the student must attend the full day to get credit.

REASONABLE ACCOMMODATION

Salon Success Academy admits as regular students individuals in need of Reasonable Accommodation. However, due to the nature of the training, individuals requiring significant accommodations must schedule an appointment with the Director of their chosen campus. The Campus Director will review, as regular students, those individuals whose need for Reasonable Accommodation: 1) would not create a safety hazard to themselves or their training; 2) would not interfere with their ability to benefit from the training offered through their classroom performance capabilities; and 3) have a reasonable employment potential following graduation.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic Progress (SAP) policy is provided to students prior to enrollment. Satisfactory Academic Progress in attendance and academic work is a requirement for all students, and students must maintain Satisfactory Academic Progress to continue eligibility for funding. Students will be evaluated on scheduled hours. These programs all are based on an academic year of 900 hours and 26 weeks. To determine Satisfactory Academic Progress for students who are attending the **Cosmetology (1600 clock hours)** program, the student will be evaluated for both academics and attendance when the student is scheduled to complete the clock hours for that payment period (450 hours. 900hours 1250 hours.). The student must also complete at least 13 weeks at 450 hours. 26 weeks at 900 hours. and 36 weeks at 1250 hours to have completed a payment period. Students who are attending the **Barbering (1500 clock hours)** program, the student will be evaluated for both academics and attendance when the student is scheduled to complete the clock hours for that payment period (450 hours 900hours 1200 hours). The student must also complete at least 13 weeks at 450 hours. 26 weeks at 900 hours. and 35 weeks at 1200 hours to have completed a payment period. To determine Satisfactory Academic Progress for students who are attending the **Cosmetology (1200 clock hours)** program, the student will be evaluated for both academics and attendance when the student is scheduled to complete the clock hours for that payment period (450 hours. 900hours 1200 hours.). The student must also complete at least 13 weeks at 450 hours. 26 weeks at 900 hours. Students who are attending the **Barbering (1000 clock hours)** program, the student will be evaluated for both academics and attendance when the student is scheduled to complete the clock hours for that payment period (450 hours 900 hours). The student must also complete at least 13 weeks at 450 hours. 26 weeks at 900 hours. Students attending the **Esthetician (680 clock hours)**, program are evaluated for both academics and attendance when the student is scheduled to complete the clock hours for that payment period (340 hours) The student must also complete at least 15 weeks to have completed the payment period. Students attending the **Manicuring/Nail Care(400 Clock hours)** course are evaluated for both academics and attendance when the student is scheduled to complete the clock hours for that payment period (200 hours) The student must also complete at least 6 weeks to have completed the payment period. All evaluations will be completed within 7 school business days following the established evaluation point. Students will be provided with one of the following notices if their Satisfactory Academic Progress evaluation has any impact on their Title IV eligibility, a Financial Aid Warning letter or a letter canceling the student's eligibility. This school does not allow for the status of academic probation. Students receiving VA educational benefits who are enrolled in the Esthetician program will also receive an advisement for VA purposes only, prior to the midpoint of the program at 200 scheduled hours. This advisement has no effect on Title IV funding.

ATTENDANCE POLICY/PROGRESS

Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Academic Progress and complete the course within the maximum time allowed. The maximum time frame is equal to 1.5 times the published length of the program (example Cosmetology would be 1800 scheduled hours). For VA purposes only, students receiving VA educational benefits must attend a minimum of 95% of the cumulative scheduled hours to complete within the originally approved contracted length of time. VA educational benefits will end at the student's

originally contracted end date. The student will be responsible for paying all remaining charges in order to complete the program.

Authorized leaves of absence will extend the student’s contract period and the maximum time frame by the same number of days taken in the leave of absence. Students who do not complete within the maximum time frame will be dropped from the program. The following is an example of the number of hours that a student has to complete at the end of each payment period within the maximum weeks listed to be considered eligible to receive Title IV Aid payments.

Program	Evaluation will be at the following scheduled hours	Maximum Weeks
Cosmetology (1600) & (1200)	450	19
Cosmetology (1600) & (1200)	900	38
Cosmetology (1600)	1250	53
Barbering (1500) & (1000)	450	19
Barbering (1500) & (1000)	900	38
Barbering (1500)	1200	52
Manicuring / Nail Care	200	9
Esthetician	200 (VA only)	NA
	340	15

ACADEMIC PROGRESS

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Students must maintain a cumulative theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the grading scale.

Students receive grades both on written examinations and practical experience. Practical Assessments must be passed at 70% or greater before a student can move on to the next phase. For the purpose of SAP the written and practical grades will be combined for one academic grade.

GRADING

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing Below	0-59%	0

PRACTICAL GRADING CRITERIA

Students are assessed on particular procedures for their course as listed in the course syllabus. Each procedure that is graded is broken down by steps. As the student completes each step the instructor marks a yes if that step

was completed correctly or a no if it was incorrect or skipped. Upon completion, the total number of yes answers are divided by the total number of steps in the procedure to give a grade percentage.

DETERMINATION OF PROGRESS

Students meeting requirements at the end of each payment period review point will be considered making Satisfactory Academic Progress until the end of the next scheduled payment period. Payment periods are used as evaluation points and apply to both Title IV and non-Title IV students. In order for a student to be considered making Satisfactory Academic Progress, the student must meet both cumulative attendance and academic minimum requirements. Students who are meeting academic and attendance requirements will receive a copy of their SAP notice. Students can request a progress report from their Campus Director or Student Services Rep at any time to review their academic and attendance rates.

FINANCIAL AID WARNING

Students failing to meet requirements for attendance or academic progress at the end of any payment period will be placed on Financial Aid Warning until the end of the next payment period. During the Financial Warning period, students are considered to be making Satisfactory Academic Progress and students who receive federal funds may continue to be funded. If the student is meeting minimum requirements at the end of the Financial Aid Warning period, the student will be determined as making Satisfactory Academic Progress. If the student fails to meet requirements at the end of the Financial Aid Warning period, the student will be suspended from receiving Title IV funds. A student cannot have successive periods in Financial Aid Warning status. Students receiving VA educational benefits will have their benefits discontinued if the student fails to meet requirements at the end of the Warning period.

REESTABLISHMENT OF STATUS

A student determined NOT to be making Satisfactory Academic Progress may reestablish Satisfactory Progress by:

- 1) Making up missed tests and assignments and increasing cumulative grade point average to 70% , **and**
- 2) Increasing cumulative attendance to 67% or better.

REENTRY STUDENTS/INTERRUPTIONS

A determination of Satisfactory Academic Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. Elapsed time during a Leave of Absence does not affect Satisfactory Academic Progress and will extend the contract period by the same number of days in the Leave. There will be no additional charges to a student for the time off when they are on an approved leave of absence. Students wanting to re-enroll in school after withdrawing must complete a Request to Re-enroll to the school administration. Re-enrollment is at the discretion of the VP of Administration. Decisions by the VP of Administration regarding re-enrollment are final. Please refer to the final paragraph of the Attendance and Tardy policy for additional information on re-enrolling when attendance was at or below 70% or the student was dismissed for poor attendance or lack of contact for 14 days.

Transfer students

New students that transfer to the Academy with hours from another school will start with 0 hours and be evaluated according to the number of hours the student enrolls for, but at a minimum of the midpoint of their program or academic year, whichever comes first. Their contract length will be adjusted to give them credit for attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted per the school transfer policy for the remaining hours needed to complete the program. SAP evaluation periods are based on actual contracted hours.

REINSTATEMENT OF FINANCIAL AID

Title IV aid will be reinstated to students who have reestablished Satisfactory Academic Progress.

PROGRAM INCOMPLETES, REPETITIONS, AND NON-CREDIT REMEDIAL COURSES

The school does not recognize course incompletes, repetitions, and non-credit remedial courses. As a result, these events will have no effect on the institution's Satisfactory Academic Progress

GRADUATION REQUIREMENTS

To be eligible for graduation and receive your Diploma of Course Completion, a student must have a grade average of 70% for graduation from any course at Salon Success Academy. Both theory and practical work are considered important. All work must be completed to graduate.

The following are required for graduation from all programs:

1. Completion of state required number of hours
2. Completion of all assignments and tests
3. 70% grade average
4. Payment (or approved payment arrangements) of all tuition, fees, and over-Agreement charges.

Students must make arrangements to pick up their proof of training from the corporate office by calling Yvette at (909) 982-4200. Students must take an original proof of training to the state board testing facility to be admitted to the exam.

LEAVE OF ABSENCE (LOA)

Under extreme and extenuating circumstances a student may be permitted to interrupt training with an approved leave of absence.

- A leave of absence will be *considered* and may be granted for the following reasons:
 - Medical or Maternity purpose
 - Death of an immediate family member
 - Temporary or short-term caregiver for an immediate family member
 - A documented emergency need to leave the state or country
 - Military training or short term deployment
 - Housing displacement
 - Temporary transportation issues
 - Documented financial hardship
- All requests for an LOA must be submitted in writing and must be signed. It must also state the reason for the LOA request.
- It is Salon Success Academy's policy for a student to apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so.
- If the student is unable to make a prior request due to unforeseen circumstances, the student must complete the request at a later date and provide supporting documentation. The institution will document the reason for its decision and collect the request from the student at a later date. The beginning date of the approved LOA in this instance will be determined by the institution to be the first date the student was unable to attend school.
- Students needing a leave of absence must follow the institution's policy to request the leave.
- Salon Success Academy must determine, before it grants an LOA, that there is a reasonable expectation that the student will return from the leave.
- Approval of the leave of absence will be in accordance with the institution's policy.
- The institution will not assess the student any additional institutional charges as a result of the leave of absence nor will it count against them when calculating Satisfactory Academic Progress.

- The total number of days for a single leave or combination of leaves cannot exceed 180 calendar days in any 12 month period. A leave of absence for any reason will not be given if the student has or will exceed 180 calendar days in a 12 month period.
- A student who is granted an LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- The student's agreement end date will be extended by the same number of days as the leave. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
- LOA's will not be granted for less than 14 calendar days and must have documentation of the circumstance which is preventing the student from attending school. If documentation cannot be obtained a written statement may be allowed in some circumstances.
- The LOA will not officially begin until it has been approved. Students may be required to make up theory work that is missed during their LOA depending on the length of time out.
- A student returning from a leave of absence or other official interruption of training must return to school in the same satisfactory progress status as prior to their departure.
- In some cases, a return date may need to be extended due to unforeseen circumstances. A written request must be received by the Campus Director before the student is scheduled to return. If the student has not received approval to extend their return date, they will be required to return on the originally scheduled date. Documentation may be required before approval will be granted.
- The student will be dismissed if the student takes an unapproved LOA or does not return by the expiration of an approved LOA. The student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

In general, students are given ample additional time within the scope of their contracted hours to use in the case of illness or other emergency situations. Students should attend all available additional hours to give them a cushion of time to use in the case of illness or emergency and not depend on receiving a leave of absence.

COVID LEAVE OF ABSENCE

Students must submit a lab test that clearly shows their full name, test date and test results. If the test is for a family member that they live with, the lab test and address confirmation will be required. A positive test result will place the student on a 14 day leave from the test date. The student must notify the campus director as soon as they have the need to take a leave due to COVID. Students who do not contact the director right away or fail to turn in documents in a timely manner as requested may have their leave request denied. The COVID LOA requirements are in addition to the aforementioned leave of absence policy regulations. Due to the nature of the COVID virus and changing regulations and guidelines, these requirements are subject to change without prior notice.

MAKE-UP WORK

Students are required to make up all assignments and work missed as a result of absences. The instructor may assign additional make-up work to be completed for each absence; it will be assigned as outside work. Make-up work will not be authorized to remove an absence or count for clock hours.

CLASS SIZE

Class size is kept at a level that will allow each individual student to have a minimum of 15 square feet of space allocation. In addition, class enrollment is maintained at a maximum level of 30:1 student teacher ratio.

STUDENTS RIGHT TO PRIVACY AND ACCESS TO FILE

Students have the right at all times to consult the Instructor, Supervisor or Manager regarding school or personal problems. Student's rights of privacy or confidentiality will be maintained.

Students and parents or guardian of dependent minors have permission to view their files with an authorized staff member at the convenience of the staff. Any information concerning the student's file will be released upon the student or guardian's written instruction. The school can release student file information without written permission for legal or

accreditation purposes. The student will receive a copy of his/her Record of Completion/Withdrawal upon graduation or withdrawal from school. If a student needs another copy at a later time they will send a written request along with a \$35.00 transcript fee to the corporate office: Transcript request forms are available from the school or the Home Office. The \$35 fee is for up to two documents. Additional documents will require another \$35 fee for every two. The school provides and permits access to student and other school records as required for any accreditation process initiated by the institution or by NACCAS, or in response to a directive of the commission.

EQUAL RIGHTS STATEMENT

Salon Success Academy is in full compliance with Title VI (Civil Rights Amendments Act of 1972). Consequently, we in no way discriminate on the basis of race, color, creed, age, sex, religion, sexual preference or ethnic origin.

NON DISCRIMINATION DISCLOSURE

No applicant shall be rejected from admission to the school on the basis of age, race, color, sex, disability, religion, ethnic or national origin nor be subjected to discrimination of any kind based on the above. For information regarding non-discrimination or to resolve complaints contact the school director.

EMPLOYMENT ASSISTANCE

The school provides placement assistance by posting all Salon inquiries for help on the bulletin boards of the surrounding schools, AND on our Facebook page at www.facebook.com/salonsuccessacademies as well as to students who request assistance. Students can contact the Student Services Facilitator for job leads and assistance with resume's and interview techniques. In addition to being given direct referrals to potential employers, applicants are taught how to identify and approach prospective employers.

Salon Success Academy does not offer any guarantee of employment; we do however, provide effective assistance and direction in the employment search.

Additional Information regarding specific procedures for requesting employment assistance, prospects and/or employment statistics may be obtained from the Student Services Facilitator or the Campus Director.

OCCUPATIONS AND STATE EXAMINATION REQUIREMENTS BY COURSE

COSMETOLOGY - 1200 HOUR COMPLETION: Product Representative, Platform Artist, Retail Sales, Salon Manager, Salon Owner, Hair Stylist, and Manicurist, Esthetician, Fashion Show Stylist, Editorial/ Advertising Stylist, Celebrity Stylist, Artistic Director for Salons or Brands, Cosmetology Educator / Instructor, Salon Development Partner, Film / Theater Stylist, Cosmetic Brand Representative, Salon Receptionist, Beauty Supply Clerk / Manager, Cosmetology Entrepreneur

39-5012 Hairdressers, Hairstylists, and Cosmetologists

39-5090 Miscellaneous Personal Appearance Workers

39-5091 Makeup Artists, Theatrical and Performance

39-5092 Manicurists and Pedicurists

39-5093 Shampoers

39-5094 Skincare Specialists

COSMETOLOGY EXAM QUALIFICATIONS:

The board shall admit to examination for a license as a cosmetologist to practice cosmetology any person who has made application to the board in proper form and timeliness and paid the required fee. State Board related testing questions may be directed to the Campus Director and our Home Office. Applicants who do not provide acceptable documentation, arrive late or miss their scheduled examination may be required to pay additional fees to the State Board in order to re-test. Testing related qualifications are as follow:

- a) The applicant is not less than 17 years of age.
- b) Has completed the 10th grade in the public schools of this state or its equivalent.
- c) Is not subject to denial pursuant to Section 480

- d) Has done any of the following:
- 1) Completed a course in cosmetology from a school approved by the board.
 - 2) Practiced cosmetology outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.
 - 3) Holds a license as a barber in this state and has completed a cosmetology crossover course in a school approved by the board.
 - 4) Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board.
 - 5) Completed the apprenticeship program in cosmetology specified in article 4(commencing with Section &7332).

ESTHETICIAN* - 680 HOUR COMPLETION: Product Representative, Instructor, Retail Sales, Salon Manager, Salon Owner, and Make-up Artist, Esthetician for Spa, Doctors Office or Salon, Editorial/ Advertising Makeup Artist, Celebrity Makeup Artist, Salon Development Partner, Film / Theater Makeup Artist, Cosmetic Brand Representative, Salon Receptionist, Esthetics Entrepreneur.

39-5090 Miscellaneous Personal Appearance Workers

39-5091 Makeup Artists, Theatrical and Performance

39-5094 Skincare Specialists

ESTHETICIAN* EXAM QUALIFICATIONS:

The board shall admit to examination for a license as an esthetician (Skin Care) to practice skin care, any person who had made application to the board in proper form and timeliness and paid the required fee. State Board related testing questions may be directed to the Campus Director and our Home Office. Applicants who do not provide acceptable documentation, arrive late or miss their scheduled examination may be required to pay additional fees to the State Board in order to re-test. Testing related qualifications are as follow:

- a) Is not less than 17 years of age.
- b) Has completed the 10th grade in the public schools of this state or its equivalent.
- c) Is not subject to denial pursuant (480).
- d) Has done any of the following:
 - 1)Completed a course in skin care from a school approved by the board.
 - 2)Practiced skin care, outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in skin care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
 - 3)Completed the apprenticeship program in skin care specified in Article 4 (commencing with Section &7332).

BARBERING - 1000 HOUR COMPLETION: Product Representative, Platform Artist, Retail Sales, Salon Manager, Salon Owner, Barber, and Manicurist, Fashion Show Stylist, Editorial/ Advertising Stylist, Celebrity Stylist, Artistic Director for Salons or Brands, Barbering Educator / Instructor, Salon Development Partner, Film / Theater Stylist, Salon Receptionist, Beauty Supply Clerk / Manager, Barbering Entrepreneur

39-5000 Personal Appearance Workers

39-5010 Barbers, Hairdressers, Hairstylists and Cosmetologists

39-5011 Barbers

39-5012 Hairdressers, Hairstylists, and Cosmetologists

39-5090 Miscellaneous Personal Appearance Workers

39-5092 Manicurists and Pedicurists

39-5093 Shampooers

BARBERING EXAM QUALIFICATIONS:

The board shall admit to examination for a license as a barber to practice barbering any person who has made application to the board in proper form and timeliness and paid the required fee. State Board related testing questions may be directed to the Campus Director and our Home Office. Applicants who do not provide acceptable documentation, arrive late or miss their scheduled examination may be required to pay additional fees to the State Board in order to re-test. Testing related qualifications are as follow:

- The applicant is not less than 17 years of age.
- Has completed the 10th grade in the public schools of this state or its equivalent.
- Is not subject to denial pursuant to Section 480
- Has done any of the following:
 - Completed a course in barbering from a school approved by the board.
 - Practiced barbering outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.
 - Holds a license as a cosmetologist in this state and has completed a barbering crossover course in a school approved by the board.
 - Completed a cosmetology course in a school approved by the board and has completed a barbering crossover course in a school approved by the board.
 - Completed the apprenticeship program in barbering specified in article 4 (commencing with Section 7332).

MANICURING/NAIL CARE - 400 HOUR COMPLETION: Salon Manicurist, Product Representative, Receptionist, Retail Sales, Salon Manager, Salon Owner, Beauty Education office support, Manicuring Instructor, School Manager or Owner.

39-5092.00 - Manicurists and Pedicurists

MANICURING/NAIL CARE EXAM QUALIFICATIONS:

The board shall admit to examination for a license as a manicurist to practice nail care, any person who has made application to the board in proper form, paid the required fee and is qualified as follows:

- a) Is not less than 17 years of age.
- b) Has completed the 10th grade in the public schools of this state or its equivalent.
- c) Is not subject to denial pursuant to Section 480.
- d) Has done any of the following:
 - 1) Completed a course in nail care from a school approved by the board.
 - 2) Practiced nail care outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in nail care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
 - 3) Completed the apprenticeship program in nail care specified in Article 4 (commencing with Section 7332).

Reason for deny an application for licensure under Section 480:

- a) A board may deny a license regulated by this code on the grounds that the applicant has of the following:
 - 1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.

- 2) Done any act involving dishonesty, fraud or deceit with intent to substantially benefit himself or another, or substantially injure another; or
- 3) Done any act which if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license.

The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.

- b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license.
- c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

STATE BOARD APPLICANTS WHO HAVE BEEN CONVICTED OF A CRIME

Individuals who have been convicted of a crime can still apply to take the examination. The applicant must fill out the Disclosure Statement Regarding Criminal Pleas/Convictions form which can be found at http://www.barbercosmo.ca.gov/forms_pubs/forms/disc_crimpleas.pdf. Send in the disclosure statement with your application or attach it to your online application. Include as much detail as you can. The board may request additional documents relating to your conviction if not enough information is included on the form, this will delay the processing of your application. These are reviewed and evaluated on a case-by-case basis. Some of the factors that are considered consist of the following.

The length of time since the conviction

The nature of the conviction

Evidence of rehabilitation since the conviction

Whether the crime (or act) is substantially related to the qualification, functions, or duties of the licensee.

If you have any further questions please call the State Board Enforcement Unit at (916) 574-7574.

COMPENSATION, HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students in need of Reasonable Accommodation if these students believe they can fulfill training demands. Compensation is primarily based on commission and salary ranges and gratuities which are all determined by the level of productivity of the professional.

CANCELLATION AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the seventh calendar day after enrollment (**seven calendar days from the date when enrollment agreement was signed**), whichever is later.

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

Refund Policy: After the cancellation period, the institution provides a pro rata refund of any amount paid for institutional charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (**including absences**), there will be no refund to the student. If the

student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. Students who completed less hours than they were scheduled to attend as of their last day of attendance will be billed based on the scheduled hours they could have attended as of that date. If the student attended more than their scheduled hours on their last day of attendance they will be billed based on their actual hours.

A registration fee of \$ 100 is a **non-refundable item**. Supplies **issued and received by the student** would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement within the cancellation period, the school will refund any money that you paid, less \$100 for the registration fee and up to \$150 for supplies. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student’s notification or school’s determination.

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

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

Return of Title IV: Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

“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.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

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

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

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

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

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.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Student records for graduates are maintained for an indefinite period of time while records for students who withdraw (or terminate) are maintained for six (6) years at the location where the student was last trained. The student files including as minimum the following list of documents.

- (1) Certificate granted and the date on which that certificate was granted.
- (2) The courses and units on which the certificate was based.
- (3) The grades earned by the student in each of those courses.

Transcripts for all students are kept permanently.

Student Files are retained at:

Salon Success Academy Corporate Office
1385 E. Foothill Blvd.
Upland, CA 91786
PH (909) 982-4200 Fax (909) 257-7988
Email: corp@salonsuccessacademy.com
Website: www.Salonsuccessacademy.com

NOTICE OF STUDENT RIGHTS

You may cancel your contract for schooling, without any penalty or obligation as described in the Notice of Cancellation form that will be given to you upon enrollment.

Read the Notice of Cancellation form for an explanation of your cancellation, rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

You have a right to stop school at any time and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

If the school closes before you graduate, you may be entitled to a refund. Contact the Director at the address and phone number below for information.

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

BUREAU FOR PRIVATE POSTSECONDARY
AND EDUCATION
P.O. Box 980818
West Sacramento, CA 95798
(916) 574-8900

SCHEDULE CHANGES & CAMPUS TRANSFERS

There will be a \$150.00 Fee for all schedule request changes made by the student on or after their start date. This Fee must be paid in cash or credit card before the request can be submitted for review. Payment of the fee does not guarantee approval of the request for change. Students must choose from a currently offered schedule. Any student desiring to transfer to another Salon Success Academy campus will be charged a Transfer Fee of \$150.00. Schedule changes can adversely affect the student's financial aid or monthly payment plans. The student will be responsible for possible increased monthly payments and or reductions in available funding.

OVER AGREEMENT

At each SAP evaluation it will be determined if the student is on track to graduate by the contract end date or with perfect attendance they will be going over agreement. Students are notified that all over contract amounts (\$7.00 /hr for **Cosmetology, Barbering & Esthetician** and \$5.00/hr for **Manicuring/Nail Care** program) must be paid in full the day the student goes over agreement. Students will not be allowed to come to school until they have paid for their extended agreement in full or have an approved payment plan. In the event that 14 calendar days have elapsed and the student has not paid for their extended agreement or signed a promissory note for an approved payment plan, he/she will be dismissed from the course.

FACILITIES FOR THE REASONABLE ACCOMODATION

A restroom is provided which is accessible by individuals in need of Reasonable Accommodation. No special programs are provided for individuals in need of Reasonable Accommodations.

GRIEVANCE POLICY

In the event a student has a grievance which cannot be resolved to his/her satisfaction with the student's immediate instructor the student is to make his/her grievance known to the Campus Director. Grievances can only be submitted by the student involved.

If the grievance is still not resolved after allowing for a reasonable amount of time for correction and the student wishes to register a formal complaint, please complete the grievance form or submit a detailed letter describing the following within 60 days of the event:

- 1) Describe in detail the problem and person(s) involved.
- 2) Date of the occurrence
- 3) Name of the staff member you previously brought this grievance to
- 4) Date you brought it to their attention
- 5) How do you want the problem to be rectified
- 6) What was done by the staff to rectify the problem
- 7) Why do you feel the problem was not rectified to your satisfaction
- 8) What suggestions do you have for a resolution

Send via email to corp@salonsuccessacademy.com or by fax at (909) 257-7988 or by mail to:
Salon Success Academy

1. All grievances **must** be submitted in writing.
2. Once the written grievance is received, it will be reviewed and investigated. A determination will be made at the discretion of management whether or not a meeting will be granted to the student, or if further investigation or review is needed.
3. If the student has been dropped from the program by the Campus Director, she/he may appeal the decision in writing to the VP of Compliance within 7 business days.
4. All grievances/appeals will be responded to either verbally or in writing within 30 days by school personnel.
5. Please monitor the email address used to submit your complaint. A response or request for more information will be sent to that address. Failure to respond to requests within 10 days will be considered as abandonment of the complaint and will result in the closure of the investigation.

STUDENT SERVICES

Along with academic counseling in conjunction with Satisfactory Academic Progress, individual and career counseling is available on an as needed basis. We offer students assistance with job placement (see employment assistance in the catalog), referrals for help finding health and human services advisement, assistance with financial aid and leaves of absence. Students may request an appointment with the Campus Student Services Facilitator or designate for assistance. *Academic Advisements (SAP) will be completed by the Student Services Facilitator, Campus Director or designate.

INFORMATION TECHNOLOGY REQUIREMENTS

The Cosmetology, Esthetician & Barbering programs include an online component, Milady's CourseMate. This resource is included as an additional study tool to give the student a digital option. CourseMate includes an Ebook version of the textbook, practice tests, flash cards, note taking options and more. CourseMate can be accessed on a personal computer, tablet or smartphone. Students who do not have access to electronic devices at home may use the computers or tablets provided in the campus library during approved hours.

FACULTY OFFICE HOURS

Students may arrange time to meet privately with an Instructor during their office hours before class begins, or the last 30 minutes of their scheduled day.

CODE OF CONDUCT

Conduct is expected to be such that class progress is not interrupted. Misconduct of any nature which interrupts the learning atmosphere will not be tolerated and the student may be suspended or terminated from the program.

The forms of misconduct listed below are considered to be in conflict with the educational goals of the school and may lead to the student's immediate termination or suspension from the program.

Students may be suspended from school for the alleged misconduct while the circumstances are investigated. Students will be notified by phone or written correspondence as to the determination of the investigation. A student wanting to appeal the decision must do so in writing to the Vice President of Compliance and Student Services (see grievance policy).

1. Theft, or purposeful damage or destruction of School property, that of a fellow student, staff member, or client.
2. Committing a crime, such as but not limited to theft, from another business while identified as a Salon Success Academy Student in any way. Such as wearing school uniform or badge.
3. Using offensive language or making discriminatory statements while on school premises or in writing via

social media, text or email etc.

4. Any type of destruction or vandalism to the property of the school, fellow students or staff member.
5. Leaving the building without clocking out.
6. Leaving class or clinic floor without permission from the Instructor.
7. Leaving early without informing the Campus Director.
8. Physical or verbal abuse of any person on or off school premises. This includes written threats or malice towards another student, staff member of Salon Success Academy via text messaging, or other type of social media.
9. Intentional disruptions or obstruction of teaching, administration or other school activities.
10. Engaging in behavior that may lead to harm of a student, staff or client; including but not limited to ignoring instructor / staff instructions, school policies, procedures or state board regulations which could lead to health and safety violations.
11. Leaving a client in the middle of a service without permission from the clinic floor supervisor.
12. Possession, use or distribution of any nature of illegal drugs, drug paraphernalia, or alcoholic beverages on the school premises or while in school uniform off of school premises.
13. Suspicion of any student being under the influence of alcohol, illegal drugs or prescription medication that may alter the student's ability to perform their regular duties while on school premises or in school uniform.
14. Posting inappropriate pictures or other media which is determined to be in conflict with the school's policies and educational goals.
15. Any form of cheating or dishonesty. This includes students who violate time clock policies, cheating on exams or operations.
16. Knowingly making false allegations against a student or staff member.
17. Failure to comply with the directions of institutional officials acting in the performance of their duties.
18. Clocking in or remaining on school premises when the student has been told by staff to clock out and go home or not to clock back in until given permission by the Campus Director or other members of staff.
19. A Student who does not leave the school grounds when told to do so by the staff will be subject to immediate withdrawal from the course. The police may be called to escort students from the grounds.
20. Fraternalizing with SALON SUCCESS ACADEMY staff at any time while still enrolled in school.
21. Refusal to meet the student's financial obligations.
22. Soliciting uninvolved parties to interfere or influence Management, staff or students in the making of decisions on impending complaints or problems.
23. The posting of signs, stickers, bills, publications, notices and solicitations (other than pre- approved activities) in or around school grounds and property without the written consent of the owner.
24. Selling merchandise on school premises without the written consent of the owner.

RULES AND REGULATIONS

Breaks:

Students attending school over 5 ½ hours in a day: Mandatory Lunch periods are 30 minutes. Students may only take breaks at the discretion of their instructor or Campus Director. Lunch breaks are 30 minutes only. Students who take less than a 30 minute lunch will have their break adjusted to 30 minutes. Consistently taking less than 30 minutes after being written up may lead to suspension, or termination from the program for abusing break and time clock policies.

Dress Code:

Our primary concern in this school is that you become successful in the field you are trained. Part of your training is to teach you to create a good self-image; one that makes a good representation of your school and, finally, the salon in which you work. We invite you to become part of this training by staying within the dress code policies.

Op Books & Clocking in/out:

- a) A student may not leave the building without first notifying the Supervisor. Students must clock out to leave the building for any reason.
- b) Student's nails must be short enough to be able to use the biometric system to clock in and out.
- c) A student may not sign another student in or out for ANY reason.
- d) Your op book is your responsibility. Losing it may result in the loss of hours. It must be kept in the designated area assigned by the School Director.
- e) Students can be given hours only for applied effort in class and must perform clinic floor services. Also, theory classes must be attended as designated. Failure to do so may result in a student being clocked out for the day or suspension from the school (at discretion of the instructor).

Classroom and Clinic Floor Conduct:

- f) Gum chewing is not permitted in class or on clinic floor. Eating is permitted in the lounge area only. Only bottled water is allowed on the clinic floor and in classrooms.
- g) Unnecessary conversation is disturbing to others and is not permitted in class. Any students causing discord or disruption or engaging in constant talking during classroom instruction may be subject to suspension.
- h) It is the policy of Salon Success Academy and the California State Board of Barbering & Cosmetology for all students to maintain clean and properly labeled and sanitized station and equipment. Each student is also required to do an assigned clean up.
- i) Visitors are not allowed in classrooms, clinic floor, or lounge.
- j) Cell phones are not allowed to be in use in the following restricted areas, classrooms, hallways, bathrooms, or on the clinic floor. All cell phones and other electronic communication devices must be on vibrate or off during school hours. Students may use them only on break time in the student lounge or outside of the school. Any student found using their Cell Phone in a restricted area (as stated above) will be written up and asked to turn in their phone to the campus director or supervising instructor until the student clocks out for the day or the student may be clocked out and sent home immediately upon the discretion of the campus director or supervisor.
 - In some instances cell phones, laptops and other electronic devices may be allowed by the Instructor for the purpose of learning and education. Do not use any electronic device without FIRST receiving permission from the classroom, clinic floor Instructor or Campus Director.
 - We encourage our students to take before and after pictures of their work for the purposes of building a business portfolio. Inappropriate pictures will not be allowed or tolerated and may result in suspension or termination from the program.
 - Video and/or pictures taken or voice recordings of anyone on school grounds without their permission is a violation of privacy. Students must receive permission PRIOR to taking any video, pictures or recordings in the school by the Campus Director or Supervising Instructor. Violation may result in suspension or termination from the program.
- k) The practical training obtained by working on clients is essential for your success. Therefore, all clinic floor assignments will be made by the instructional staff. Refusing to do an assignment could result in suspension or termination from the program.
- l) Personal service is a privilege and is limited to hours and days assigned by the instructor. Any student receiving personal service must always have the permission of their immediate instructor or Campus Director. Violation may result in Suspension or possible termination from the program.
- m) Students may be allowed to wear ear buds to listen to music at the discretion of the staff. They may not be worn during lecture, exams, or while performing clinic services on a patron.
- n) Salon Success Academy is not responsible for any personal items that are stolen or lost on school premises.

WITHDRAWAL FOR MISCONDUCT

A student withdrawn from school for misconduct may not be eligible for re-enrollment into any course of instruction being offered by Salon Success Academy. All final decisions will be determined by the VP of Student Services.

TIME CLOCK PROTOCOLS

Your hours are important to you, and we want to make sure that you are getting the proper credit for all your hard work. Remember, you must be responsible for clocking correctly so that you don't lose your time. The following is a list of occurrences which could result in a loss of time:

- **If you do not clock in when you get here:** you could lose the time until you do remember to clock in.
- **If you do not clock out for lunch:** you could only receive a **maximum** of ½ credit for the day.
- **If you do not clock in from lunch:** you could only receive a **maximum** of ½ credit for the day.
- **If you do not clock out to go home:** you could only receive a **maximum** of ½ credit for the day.
Lunch breaks must be a **minimum of 30 minutes and taken only at the designated lunch time.** Leaving school at any time without clocking out is grounds for termination from the program.
- Having another student sign you in or out is grounds for termination for both students involved.
- Falsifying time by signing in or out for a day or time other than what you are actually clocking on the time clock (within a few minutes) is grounds for termination. Students are not to sign in and out ahead of time. Time on the sign in sheets is to be entered immediately before or after using the time clock.
- You are **required** to take a 30 minute lunch break when you are at school **more than 5 ½ hours in a day. Students who do not clock in and out for lunch breaks will have a minimum of 1 hour deducted from their time. Students who clock less than 30 minutes will have their time adjusted to 30 minutes. Habitual infractions are subject to suspension, termination and/or loss of hours as specified above.**

DRESS CODE

THE CAMPUS DIRECTOR HAS THE RIGHT TO SEND STUDENTS HOME WITHOUT PRIOR WRITE UPS FOR UNIFORM VIOLATIONS.

Our Primary mission in this school is that you become successful in the field you are trained. Part of your training is to teach you to create a good self-image; one that makes a good representation of you and the salon in which you work. We invite you to become part of our education and training experience by adhering to our dress code uniform policies.

Salon Success Academy shirts and black jeans, Dockers or work Dickies or "Dickie-like" scrub pants only. **Shoes must be Dark Black Only and Completely.** No other colors can show on the shoe, the edge of the sole or the laces. Shoes must be closed toe and heel and cover the top of the foot. They must have a hard- n o n - s k i d sole such as Tennis shoes. Black Boots and all shoes can have a heel no greater than 2 ½".

PANTS

Dark Black Only. Jeans, Dockers or work Dickies or "Dickie-like" scrub pants only. Absolutely no leggings, jeggings, sweats, yoga or other light-weight material. Pant legs must extend **below** the ankle. No capris or shorts allowed.

T-SHIRTS

Only Salon Success Academy uniform shirts are permitted.

If your uniform shirt has bleach or color stains, holes etc. you will be expected to purchase a new one.

A long-sleeved **black** t-shirt or black thermal may be worn **under** your uniform shirt. No other colors allowed and no prints. They must be school provided shirts and not shirts students have made or altered themselves to include sweatshirt patches.

JACKETS COATS AND SWEATERS

Students may not wear coats, jackets or sweaters over their uniform any time that they are clocked in (see exception below for sweatshirts). It does not matter if they are in the classroom or clinic floor – they are not allowed. Students will be asked to remove the

coat, jacket or sweater. Students who have to be continuously told (more than one time in a day or several days in a row) to remove their jacket/sweatshirt/sweater may be sent home and suspended.

School Patch

A Salon Success school patch may be purchased for \$6. This iron-on patch can be applied to your own black sweatshirt that may be worn on campus.

The sweatshirt must be:

- Solid black
- Professional fit – Cannot be dramatically over-sized (at the discretion of the Campus Director)
- Only crew neck, pull over or zip-up **SWEATSHIRTS** are allowed.
- Zipper and hood strings may be black or white only
- Hoods are not allowed to be up on the head at any time in the building.
- Patches must be **IRONED AT** the upper right or upper left chest area. Patches placed anywhere else will not be acceptable.
- Patches must be permanently adhered and cannot be safety pinned on
- Leather, Denim, Peacoats, or all other forms of outer wear or jackets will not be permitted, and students will be asked to remove them
- Patches are for SWEATSHIRTS only and are not permitted to be place on shirts.

SHOES

Dark Black Only and Completely. No other colors can show on the shoe, the edge of the sole or the laces. Shoes must be closed toe and heel and cover the top of the foot. They must have a hard non-skid sole such as Tennis shoes. Black Boots if worn can have a heel no greater than 2 ½". Absolutely no flip-flops, sandals, ballet style slippers, toms or open toe or heel.

HAIR & JEWELRY

Jewelry should not be excessive. Facial jewelry will be monitored by the Campus Director. She/he will determine if it is excessive and determine if the student must remove the jewelry and/or be sent home. Hair must always be clean and neat.

STUDENT BADGE:

All students are issued a student badge upon starting school. The badge is a part of your required uniform and must be worn daily. Replacement badges must be purchased from the Campus Director. The cost is \$3.00.

UNIFORM DON'TS:

Do not alter your uniform shirt in any way. You will be required to purchase a new one before clocking-in. Do not wear clothing that is torn, stained or looks unprofessional in any way.

Non Salon Success Academy Hats, hoods, bandanas or scarves of any type are not allowed in your hair, on your head or around your neck. Hair bands may be worn in your hair if they are not made from bandana material or hang down in the back like a scarf. Hair bands cannot be wider than 2".

A small bow or flower accessory is allowed in your hair, but no larger than 3" in diameter.

PROFESSIONAL DRESS & SPIRT DAY DRESS GUIDELINES

Shoes are the same requirement as when in uniform. Flip flops, sandals, high heels over 1½" are not allowed at any time. No spaghetti straps, strapless, or sleeveless blouses or shirts. Underarms should never be exposed.

All jewelry guidelines are the same in uniform or professional dress.

No ripped, torn or stained clothing.

No shorts.

No skirts or dresses shorter than the knee.

No excessive skin exposure.

No clothing with offensive writing.

No hats or bandannas unless prior approval is received for religious or medical related reasons.

Occasionally, Salon Success Academy will have days when the Dress Code expectations may be adjusted to meet the expectations of the event. On these occasions the Campus Director will provide the expectations of those exceptions to our Dress Code.

FEDERAL CONSUMER INFORMATION

BASIC FINANCIAL AID INFORMATION NEED-BASED AND NON-NEED BASED FEDERAL PROGRAMS

Salon Success Academy, can offer quality education at surprisingly affordable cost. However, many qualified students will need financial assistance in the form of Federal Aid in order to attend any of our schools.

Each location may offer extensive Federal Financial Aid to qualified students who deserve a post- secondary education but do not have adequate financial means to do so.

NEED-BASED AND NON NEED-BASED STATE AND LOCAL AID PROGRAMS, SCHOOL AID PROGRAMS AND OTHER PRIVATE AID PROGRAMS

Salon Success Academy does not currently offer local aid funding.

HOW STUDENTS APPLY FOR FEDERAL STUDENT AID AND HOW ELIGIBILITY IS DETERMINED

Students enrolling in Salon Success Academy, should make application for Federal Financial Aid using the Free Application for Federal Student Aid (FAFSA) on the web:

www.fafsa.ed.gov

A student's financial aid package may include a Federal Pell Grant, Federal Supplemental Education Opportunity Grant, and Federal Stafford Direct Loan. You should use FAFSA4caster to learn more about the financial aid process and get an early estimate of your eligibility for federal student aid.

You can access the FAFSA4caster at: www.fafsa4caster.ed.gov/F4CApp/index/index.jsf

Seniors in High School who are ready to fill out the FAFSA:

High school seniors in the last semester of school must fill out a FAFSA to determine their eligibility for financial aid.

Why should a student consider using the FAFSA4caster?

1. The Site will help students understanding Federal Student financial aid.
2. It will assist students in determining how they can apply for Federal student aid and who qualifies?
3. It allows students to get an early start on the financial aid process by learning the basics.

HOW THE SCHOOL DISTRIBUTES AID AMONG STUDENTS

Most Federal Financial Aid is awarded on the basis of financial need. Need is the difference between your cost of education (educational expenses such as tuition, room board, books, supplies and other expenses) and the amount you and your family are expected to contribute toward your education.

A standard formula is used for all applicants to determine this amount, which is called the expected family contribution (EFC). If there is anything left over after subtracting the expected family contribution from your cost of education you are then considered to have financial need.

THE RIGHTS AND RESPONSIBILITIES OF A STUDENT RECEIVING FEDERAL STUDENT AID

The student has the right to ask the school:

- The name of its accrediting and its licensing organizations.
- About its programs; its instructional, laboratory, its physical facilities, and its faculty.
- What the cost of attending is and the institutions policies concerning refunds and Return to Title IV (R2T4) to students who drop out.
- What financial assistance is available at Salon Success Academy; including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting an application for each available financial aid

- program.
- How it determines a student's eligibility and need for financial aid.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when a student must start repaying.
- What is deferment of repayment or forbearance for certain defined periods. How do you know if you qualify and how do you request deferment or forbearance.
- Provide written information on student's loan obligations and information on your rights and responsibilities as a borrower.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines when and whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP. How failing to maintain SAP affect your Title IV eligibility.
- What special facilities and services are available to student with disabilities and how to request Reasonable Accommodation.

It is the student's responsibility to:

- Review and consider all the information about the school's program before enrolling.
- Pay special attention to the application process for Federal student financial aid, complete it accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent your receiving aid timely
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all enrollment and verification documentations, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you were asked to sign.
- Ensuring you are aware that you must start making monthly repayment on your student loan after your grace period ends, unless you have a deferment or forbearance. When you sign your master promissory note (MPN), you are agreeing to repay your loan.
- Attend an exit interview at the time you leave the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that you may be responsible and have liability for portions of Title IV funds return by the institution on your behalf.
- Understand that there could be liabilities when errors are made as a result of inconsistent information provided by the student that results in funds being awarded that a student was not eligible for that were advanced to you or credited to your school account.

HOW AND WHEN WILL FINANCIAL AID BE DISBURSED

Financial Aid and Title IV funds will be disbursed at 0 hrs. 450 hours, 900 hours, and 1250 hours. Students must meet these clock hour requirements in order to be eligible for Title IV funding disbursement. Each student will be evaluated on an individual basis to determine eligibility based on total cumulative hours and weeks in each payment period.

THE TERMS AND CONDITIONS OF ANY EMPLOYMENT THAT IS PART OF THE FINANCIAL AID PACKAGE

Salon Success Academy's does not employ any students who are currently receiving financial aid and are attending the school programs.

THE TERMS OF THE SCHEDULE FOR AND THE NECESSITY OF LOAN REPAYMENT AND REQUIRED LOAN EXIT COUNSELING

The formula for determining the amount of loans is:

(Cost of Attendance) – Minus (EFC) – Minus (estimated financial assistance)

= (Need for subsidized Stafford)

An unsubsidized loan can replace the EFC.

APPLICATION FOR LOAN:

To receive a Stafford Direct Loan, a student must complete a Free Application for Federal Student Aid and a Master Promissory Note. (MPN)

In the traditional paper process, the MPN might be completed at the school by the student and submitted to the lender or school. In other cases the school certifies the loan based on the student's acceptance of the aid package, and the lender or the school's servicer sends the MPN to the student for signature. Regardless of how this is done, the Borrowers' Rights and Responsibilities Statement must be provided to the borrower with the MPN.

Required borrower information on the MPN:

The MPN contains identifying information including name, permanent address, a date of birth, social security number, driver's license number, and two personal non-student adult references with U.S. addresses. The borrower must read, sign and date the MPN.

HOW MUCH SHOULD I BORROW

You may borrow only as much as you need to help cover your school expenses (direct and in-direct).

HOW MUCH INTEREST WILL I PAY

The interest rate on Direct subsidized and Unsubsidized Loans is a variable rate that is adjusted each year on July 1. As a result, your interest rate may change annually, but it will never exceed 8.25 percent. You will be notified annually of the actual interest rate for each loan that you receive.

Interest is not charged on your subsidized loan while you are enrolled at least half-time, during your grace period and during deferment periods. Interest is charged on your Direct Subsidized Loan during all other periods, starting on the day after your grace period ends, (including forbearance periods). Interest is charged on your unsubsidized loan during all periods, starting on the day it is disbursed.

*If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund and if student receives federal student financial aid funds the student is entitled to a refund of the money not paid from federal financial aid funds.

CONTACT INFORMATION

U.S. Department of Education Direct Loan

Servicing Center

P.O. Box 4609

Utica, NY 13504-4609

1 (800) 848-0979

www.dl.ed.gov

Adverse Credit History of Borrowers of Plus (Loan)

The parent may not have adverse credit to borrow a PLUS. This is defined in the regulations as the applicant being 90 days or more delinquent on a debt or having been subject in the last five years to a default determination, bankruptcy discharge, foreclosure, repossession, tax lien, wage garnishment or write off of an FSA debt. The absence of any credit history is not considered adverse credit. Lenders may establish more restrictive credit standards for determining adverse credit.

If the parent borrower has an adverse credit history the applicant has the option of receiving a PLUS using a creditworthy endorser. If an endorser is used a separate Endorser Addendum is required for each PLUS loan. If an endorser is involved a new MPN must be used. The endorser is only liable for the specific loan or loans he/she has agreed to endorse.

School Certifies/Originates the Loan:

The school's primary responsibilities in the loan application process are to ensure the completeness and accuracy of the MPN based on information it has available.

Checklist for loan certification:

For all Federal Direct Loans programs applications: the school must:

- Confirm that the student and parent meet the definition of eligible borrower. This would include the student's grade level, loan period and the amounts of the disbursements as well as the student's enrollment status and anticipated completion/graduation date. The school must confirm the student's dependency status for PLUS. Check on NSLDS to check the student's financial aid history, including loan limits. It must document the student's COA, EFC and estimated Financial Aid in the student's file. It must be available to the lender, guarantor, or the Department.
- Determine the student's enrollment status and SAP
- Review NSLDS information on ISIR to ensure that the student (or both the student and parent in the case of PLUS loan) is not in default on any FSA loan and does not owe a refund on any FSA grant or scholarship and will not exceed the annual or aggregate loan limits applicable to borrowers.
- Ensure the amount of the loan in combination with other aid will not exceed the student's financial need or the annual or aggregate loan limit.

For Federal Direct Stafford Loan the school must also:

- Determine the student's Pell grant eligibility (for a sub Stafford the need analysis must use official EFC calculated by the Department to determine the student's financial need), and if eligible include the grant in the student's aid package.
- For an unsubsidized Stafford loan, first determine the student's eligibility for a Stafford loan
- Prorate Stafford loans for programs of study that are shorter than an academic year and for programs in which the remaining period of study is less than an academic year in length
- Ensure that the loan disbursement dates meet the cash management and disbursement requirements for Stafford loans.

A separate PLUS MPN is required for each dependent student or if both parents want to borrow individually on behalf of the student.

Additional Unsubsidized Direct Stafford:

Dependent students whose parents are unable to borrow PLUS loans due to adverse credit or other exceptional circumstances may receive additional unsubsidized amounts at the same level as independent undergrad students. The amounts are limited

Guidelines for determining student's eligibility:

- Parent's unwillingness to borrow a PLUS does not make the dependent student eligible
- The aid administrators belief that a parent should not borrow a PLUS does not make the student eligible
- Only one parent must apply for a PLUS and be denied based on adverse credit history. However if both parents apply independently and one is approved and one denied, the student is not eligible for increased loan amounts.
- The parents denied of PLUS based on adverse credit in one year does not support the dependent's eligibility in subsequent years.
- The dependent student may become eligible at any time during an academic year if the parent has been approved and later denied.

The dependent student may be eligible for increased unsubsidized loan amounts if you determine and document that other exceptional circumstances exist that will prevent a student from borrowing:

- The parent is incarcerated and therefore ineligible
- Parent's whereabouts are unknown
- Parents income limited to Public Assistance or disability and you have evidence that the lender that makes loans to students and parents at the school has denied a PLUS loan or will not make a PLUS loan to a parent under its lending policy due to the parent's existing debt burden, income to debt ratio, likely inability to repay or other credit standards.

Scheduling Disbursements:

Disbursements will be established with the lender. This is the date that the funds are disbursed to the student. In keeping with the three day turnaround time for payment of FSA funds to the student. For Stafford Direct Loans the school may request the Stafford Direct funds may be provided on the thirty first day of classes for the first payment period for a first year, first time Stafford Direct Loan borrower

Exit Counseling

All students who are graduating or withdrawing from school must receive exit counseling

The school will ensure that students receive exit counseling before they leave school. Counseling may be provided in person (individually or in groups), or using audiovisual materials. As with entrance counseling, exit counseling is offered on the Web by guarantors and lenders. Student borrowers should be advised to complete online exit counseling or come to the counseling session at the school shortly before graduating, or ceasing at least half-time enrollment. Student Financial Planners at Salon Success Academy are reasonably available to answer questions from student borrowers. One of the borrowers' obligations is to participate in an exit counseling session. Some of the same material presented at the entrance counseling session will again be presented during exit counseling. The emphasis shifts to more specific information about loan repayment and debt-management strategies. The following information will be provided as part of exit counseling:

1. Exit counseling emphasizes the seriousness and importance of the repayment obligation.
2. The lender sends payment coupons or billing statements as a convenience for the borrowers. Not receiving them does not relieve the borrower of his or her obligation to make payments.
3. Many lenders encourage borrowers to set up electronic debiting of bank accounts to repay their loans.

The regulations require that exit counseling describes the likely consequences of default, including adverse credit reports, and litigation. Students will be informed of the charges that might be imposed for delinquency or default, such as lenders or guarantor's collection expenses (including attorney's fees). Defaulters often find that repayment schedules for loans that have been accelerated are more stringent than the original repayment schedule. A defaulter is no longer eligible for any deferment provisions, even if he or she would otherwise qualify. The defaulter's federal and state tax refunds may be seized and wages garnished, and the borrower loses eligibility or any further funding from the FSA programs.

The student will receive an explanation of the use of the Master Promissory Note. The student will be advised to read carefully the MPN and the Borrowers Rights and responsibilities statement again.

Emphasis will be given that repayment is required, regardless of educational outcome or subsequent employability. The student borrower will be informed that they are obligated to repay the full loan even if they did not finish the program, cannot obtain a job after graduation, or is dissatisfied with the school's educational program or other services.

Sample monthly repayment accounts will be provided. The borrower will be given an estimate of the average anticipated monthly payments based on their indebtedness (or the average indebtedness of Stafford borrowers at our school or in the same program). The borrower will receive a sample loan repayment schedule based on their total indebtedness. A loan repayment schedule will usually provide more information than just the expected monthly payment. For instance, it would show the varying monthly amounts expected in a graduated repayment plan. The lending organization is not required to send the repayment schedule to the student until the grace period.

Repayment options will be reviewed with the student. The counseling will review the payment options, such as the standard, extended, graduated and income-contingent income sensitive plans. The option of consolidating loans will also be discussed. Consolidation loans are available through the Federal Direct Student Loan Program.

Debt Management Strategies will be discussed. The counselor will stress the importance of developing a realistic budget, based on the student's minimum salary requirements. It is helpful to have the student's budget reflect the loan payment as a fixed cost, like rent and utilities

Forbearance, deferment, and cancellation options will be discussed including:

1. If a student cannot make scheduled payments and does not qualify for a deferment, the lender may allow the student to temporarily make smaller payments or temporarily stop making payments. Interest continues to be charged during forbearance. Some reasons why forbearance may be granted are financial hardship and/or

illness. The lender must grant forbearance if the student has a monthly debt burden for Title IV loans that collectively equals or exceeds 20% of their total monthly gross income (for up to three years) There are several other reasons listed in the Borrowers Rights and Responsibilities.

2. Deferments mean that the student does not have to make payments in certain circumstances. If the student is attending school at least half-time, or if the student is unemployed, if the student is experiencing economic hardship as determined by federal law for up to three years. (See student's rights and responsibilities).

The terms and conditions under which students receiving federal education loans may obtain deferments

The following lists of deferments are available to students who have federal student loans.

Deferment Definitions

1. **Action Programs Deferment**
Borrowers may postpone payments with this deferment type while serving full-time in the Action Programs for at least one year.
2. **Armed Forces Deferment**
This deferment type may be used to postpone payments for a borrower serving in the military on active duty status.
3. **Dependent Student Enrolled at Least Half-time Deferment**
Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is enrolled at least half-time at an eligible school.
4. **Dependent Student Enrolled Full-time Deferment**
Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is enrolled full-time at an eligible school.
5. **Dependent Student in a Full-time Rehabilitation Training Program Deferment** Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is engaged in a full-time rehabilitation training program.
6. **Economic Hardship Deferment**
This deferment postpones payments for a borrower during times of financial difficulty where the borrower receives public assistance, serves in the Peace Corps, receives the deferment on a Direct or Perkins loan, or meets specific income criteria.
7. **Full-time Student Deferment**
Any borrower who is certified by an eligible school as enrolled on a full-time basis may receive this deferment.
8. **Graduate Fellowship Deferment**
This deferment type postpones payments for borrowers engaged in a full-time course of study in a Graduate Fellowship program.
9. **Internship/Residency Deferment**
This deferment type postpones payments for a borrower engaged in an Internship/Residency program.
10. **Less than Full-time but at Least Half-time Student**
In order to qualify for this deferment, an eligible school must certify that the borrower is enrolled at least half-time.
11. **National Oceanic and Atmospheric Administration (NOAA) Deferment**
Borrowers serving in the National Oceanic and Atmospheric Administration (NOAA) on active duty status may use this deferment type to postpone payments.
12. **Parental Leave Deferment**
This deferment type may postpone payments for a pregnant borrower or one caring for a newborn child or a newly adopted child.
13. **Peace Corps Deferment**
Borrowers may postpone payments with this deferment type while serving in the Peace Corps for at least one year.
14. **Public Health Service Deferment**

This deferment type postpones payments for borrowers serving full-time as an officer in the Commissioned Corps of the Public Health Service.

15. Rehabilitation Training Deferment

This deferment type is available for borrowers engaged in a full-time rehabilitation training program.

16. Tax-exempt Organization Deferment

This deferment type may postpone payments for full-time paid volunteers in a tax-exempt organization.

17. Teacher Shortage Area Deferment

This deferment type is available to borrowers when teaching in a designated teacher shortage area.

18. Temporary Total Disability Deferment

This deferment type may postpone payments for a borrower with a condition that prevents them from working or going to school, or who is caring for a disabled person.

19. Unemployment Deferment

This deferment type postpones payments for borrowers who are seeking full-time employment through registry with an employment agency or are receiving unemployment benefits.

20. Working Mother Deferment

This deferment type may postpone payments for mothers who recently re-entered the workforce.

The student will be informed of the Availability of Loan Information on NSLDS and the availability of the FSA Ombudsman's Office. The borrower's loan history can be reviewed on NSLDS (PIN required for access). Students without Internet access can identify their loan holder by calling 1-800- 4-fed-aid. The borrower will be made aware that the information on the NSLDS site is updated by lenders and guarantors and may not be as current as the latest information from the loan holder. The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed. Normally the bank and/or guarantor can help with any problem

Review the Student's Rights and Responsibilities: The student received this with the MPN at the beginning of the loan process and it should be reviewed again at the exit interview.

The importance of keeping loan records will be reinforced with the student. The borrower should keep the loan repayment schedule provided by the lender when repayment begins as well as records of loan payments—including cancelled checks, money order receipts. The student should keep copies of any requests for deferment or forbearance, or any other correspondence with the loan holder.

The School will collect and update personal and contact information: During exit counseling, the aid office will obtain the borrower's expected permanent address after leaving school, the address of the borrower's next of kin, and the name and address of the borrower's expected employer (if known). A school will correct its records to reflect any changes in the borrower's name, address, Social Security Number, or references and will obtain the borrower's current driver's license number and state of issue. Within 60 days after the exit interview, the financial aid office will provide this information to the loan vendor.

The student will also be provided with the current name and address of the borrower's lender (or Federal Vendor), based on the latest information. An explanation will be given of how to complete deferment forms and how to prepare correspondence to the lender or vendor will also be included. Emphasis will be made that the borrower should always keep copies of all correspondence from and to them about their loans. It will be stressed that a borrower must make payments on their loans even if the borrower does not receive a payment booklet or a billing notice.

If the student borrower drops out without notifying the school, we will confirm that the student has either completed online counseling, or exit counseling material will be mailed to the borrower at their last known address. The material must be mailed within 30 days of learning that a borrower has withdrawn or failed to participate in an exit counseling session. When we mail these exit materials, we are not required to use certified mail with a return receipt requested, but we must document in the student's file that the materials were sent. If the student fails to return the Exit Counseling material including the contact information, we are not required to take any further action.

Grace Period: Once the student withdraws, leaves school or graduates on the subsidized loans there is a grace period of six months. During this time no interest accrues on the subsidized loan. On an unsubsidized loan the interest is paid during the loan period but the principal is not paid until after the grace period. The borrower has a choice of paying

the interest or having it capitalized – adding the accrued interest to the original loan principal. PLUS loan repayment begins sixty days after the second disbursement and interest begins at that point.

Repayment on all loans is up to ten years with a minimum repayment of \$50.00 per month.

General Information about the school

By putting a request in writing to the school director you may review the letter of accreditation and the license or letter of approval from the state agency that approves the school. This request will be honored within 30 days of receiving the written request.

Special facilities and services available to disabled students

No qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction. Additionally, the school will exert its best effort to provide reasonable special requirements for the handicapped person by nature of their handicap. If you would like to request academic adjustment or auxiliary aids, please contact the Executive Director, Operations. You may request academic adjustments or auxiliary aids at any time. The VP of Student Services & Compliance is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3 (j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify the VP of Student Services & Compliance in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the VP of Student Services & Compliance by telephone at 909 982-4200
- 2) The VP of Student Services & Compliance will respond within two weeks of receiving the request.

COST OF ATTENDING SCHOOL

The cost of attending school can be found online at

<http://nces.ed.gov/collegenavigator/?q=salon+Success+Academy&s=CA>

STUDENT HOUSING

Salon Success Academy does not have a responsibility to find or assist a student in finding housing. The institution does not offer on campus housing nor does it have dormitory facilities under its control. According to city-data.com on 1/7/22 the median gross rent in the cities our campuses are located ranges from \$1473 - \$1747 per month. Availability of housing near each campus: Upland campus - 192 properties nearby, West Covina – 523, Corona – 167, Redlands – 219, Fontana – 283 and Riverside has 316 according to rent.com

Explanation of Return of Title IV Funds in the event of withdrawal or termination:

Only the Title IV programs are to be included in this calculation

You must keep in mind that when you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. The school will calculate the amount of tuition it must return to the Federal funds according to the policies listed below:

The Return of Title IV Funds is NOT a Refund Policy. Instead, the Federal regulations (beginning with October 7, 2000) require the use of a Return to Title IV calculation to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. Any student receiving Title IV funds will be subject to these regulations.

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Federal Direct

Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans and in some cases, certain state grant aid (LEAP/SLEAP), GEAR UP grants, and SSS grants to students.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds directly.

However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must be paid within 45 days, and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Federal Perkins Loan
4. Federal Direct Parent (Plus) Loan
5. Federal Pell Grant
6. Federal Supplemental Opportunity Grant
7. Other Title IV Assistance

There are some Title IV funds that you were scheduled to receive that you cannot *earn* once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not earn any Direct loan funds that you would have received had you remained enrolled past the 30th day.

Title IV Future Professionals reentering within 180 days of withdrawal date will resume at the same status as prior to withdrawal.

If you receive (or your school or parents receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an *overpayment*. The amount of a grant overpayment that you must repay is half of the received amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your

school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on *Student Aid on the Web* at www.studentaid.ed.gov.

The Return of Title IV Funds is NOT a Refund Policy. Instead, the Federal regulations (beginning with October 7, 2000) require the use of a Return to Title IV calculation to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. Any student receiving Title IV funds will be subject to these regulations.

NOTE: If the initial amount of the overpayment owed by the student is \$25.00 or less, the student repayment requirement is forgiven.

The availability of a GED program, if the school admits students who do not have a high school diploma or equivalent
Salon Success Academy does not offer a GED program as part of the Institution.

CAMPUS SECURITY REPORT

CRIME STATISTICS

In accordance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act the school collects crime statistics as the basis for the Annual Security Report that is made available to students, employees, applicants, for enrollment or employment. A copy of this report will be provide to you on request or before you enroll in Salon Success Academy. Campus is defined as any building or property owned or controlled by the school within the same contiguous area used by the school in direct support of related to its educational purpose. The following criminal offenses, published October 1, of each year, include any crime statistics that occurred on campus during the previous three year period. You can review the campus crime report any time by visiting log on to <http://nces.ed.gov/collegenavigator/?q=salon+Success+Academy&s=CA> selecting the school location and then selecting Campus Security.

Hate Offenses:

The crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Salon Success Academy encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration. In the event a sex offense should occur on campus, the victim should take the following steps:

1. Report the offense to the school administration.
2. Preserve any evidence as may be necessary to the proof of the criminal offense.
3. Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
4. Request a change in the academic situation if necessary.

Information for Crime Victim about disciplinary hearings: Institution must, upon written request disclose to the alleged victim of any crime of violence, or a no forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009 (HEOA amendment).

EMERGENCY EVACUATION PLAN

This school's campus consists of one building. If an emergency evacuation is required you will be notified by your instructor and follow the emergency plan posted in the area you are currently located in. On an annual basis the institution will conducts an emergency evacuation drill.

Each classroom has emergency evacuation procedures posted in the room. Please make yourself familiar with these evacuation procedures.

Contacts information for student financial assistance and general institutional issues for attending a study abroad program that is approved for credit by the home school;

Salon Success Academy does not currently have any agreements with any institutions overseas for training of students where credit received would be used to meet the graduation requirements of Salon Success Academy.

Information regarding the availability of FSA program funds for study abroad programs.

If you are currently receiving financial aid from Salon Success Academy, and the school has a program for study abroad you can use it for the study abroad program. Talk to your financial aid officer about what can and can't be applied to a program of study abroad.

The Higher Education Act (HEA) of 1992 mandated that a student can receive financial aid for study abroad if the student is enrolled in a program approved by the home institution. Moreover, the student would be eligible to receive "grants, loans, or work assistance without regard to whether the study abroad program is required as a part of the student's degree."

DRUG AND ALCOHOL ABUSE INFORMATION

Following you will find the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and what Salon Success Academy requires of Staff and Students. Salon Success Academy provides to each student who enrolls an individual copy of this policy describing in more detail what drug and alcohol abuse is and how to recognize it.

Staff and Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity, Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from school or employment.

Additionally, there are numerous local, state and federal laws, which can be used to punish violators. Penalties can range from suspension revocation and/or denial of a driver's license, to 20-50 years imprisonment at hard labor without benefit of parole. Property may also be seized. Community service may also be mandated.

Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, Welfare, health care benefits, disability and Veterans benefits. Public housing residents could also be evicted. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career.

Drugs can be highly addictive and injurious to the body as well as one's self. People tend to lose their senses of responsibility and co-ordination.

There are drug or alcohol counseling, treatment and rehabilitation facilities in our area where advice and treatment are available. The telephone numbers of these facilities may be found in your local telephone book or yellow pages under Drug Abuse and Addiction – Information and Treatment. If other help is required for rape counseling, or domestic violence contact Charter Medical Group 1710 Barton Road, Redlands, Calif. 1-800 622-9299.

There are national organizations that can be contacted for help. The Alcoholism and Drug Abuse Hotline is open 24 hours daily, 1-800-252-6465. The Cocaine Hotline, 1-800-444-9999 is also open 24 hours. The National Institute on Drug Abuse Hotline is available 8:00 AM to 2:00 AM, Monday through Friday and 11:00 AM to 2:00 AM on weekends, 1-800-662-4357.

DIVERSITY

You can review the diversity of Salon Success Academy by going to the following web site address <http://nces.ed.gov/collegenavigator/?q=salon+Success+Academy&s=CA>. Select the location you wish to review then select enrollment to review the diversity of the campus.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by

the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records.

- Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

COPYRIGHT INFRINGEMENT

Salon Success Academy prohibits copyright infringement. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

CONSTITUTION DAY

Salon Success Academy complies with the Federal Requirements for Title IV funding by requiring all students to receive information on the US Constitution every September 17th. If the 17th does not fall on a school day, the information will be given on the school day preceding the 17th of September.

VOTER REGISTRATION

Voters are encouraged to register at least 29 days before an election to ensure that they receive their voting materials. Registration forms are available at most post offices, libraries, city and county offices, Department of Motor Vehicles, etc., or **An on-line voter registration request form is available at the Secretary of State's web-site**

(www.sos.ca.gov). Or download voter registration forms at: San Bernardino County <http://www.sbcounty.gov/ROVVoterRegistrationForm/documents/OnlineVoterRegistration.pdf>

Angeles County <https://www.sos.ca.gov/nvrc/fedform/>

County <http://www.voteinfo.net/voterRegistrationInformation.asp> or call Registrar of Voters Office (909) 387-8300

Los

Riverside

Toll Free (800) 881-VOTE (8683) Completed registration cards can be returned by mail to the Registrar of Voters, postage is pre-paid. Voter registration cards are processed upon receipt by the Registrar of Voters Office, and in approximately three to four weeks, voters receive a Voter Notification Card in the mail as proof of registration. A voter should review the information on the card for accuracy and notify the Registrar of Voters of any incorrect information.

NOTE: If you have just moved to California, there is no waiting period required to register. However, you **must be** registered **15 days prior to the date** of the next election to be eligible to vote. You may pick up a voter registration form from the school main office or by downloading the form from the California Voter Registration web site.

VACCINATION POLICY

Salon Success Academy does not have a policy on vaccination at this time. The state of California does not require a licensee to have had any types of vaccinations.

WHAT THE ACRONYMS MEAN

EFC : Expected family contributions	Unsubsidized Loan: Interest is not paid by Federal government
MPN: Master Promissory Note	FSEOG: Federal Supplemental Educational Opportunity Grant
PLUS: Parent Loan for Undergraduate Students	SLEAP: Special Leveraging Educational Assistance Partnership
FSA: Federal Student Aid	LEAP: Leveraging Educational Assistance Partnership
NSLDS: National Student Loan Data System	GEARUP Gaining Early Awareness and Readiness for Undergraduate Programs
COA: Cost of Attendance	SSS: Student Support Services
SAP: Satisfactory Academic Progress	FFEL Federal Family Education Loan
ISIR: Institutional Student Information Report	FERPA Family Educational Rights and Privacy Act.

INDEMNITY AGREEMENT

Whereas, Salon Success Academy and the party identified herein as "Student" have entered into a contract whereby student will receive certain schooling from Salon Success Academy and in doing so will receive access to the facilities of schools operated by Salon Success Academy

Whereas, Salon Success Academy requires that as a condition of entering into such education agreement with student understanding and accept the risk inherent in utilizing Salon Success Academy facilities.

Now therefore, the parties agree as follows: (1) the facilities offered by Salon Success Academy which will be attended by students, have implements such as scissors, electronic machinery, poisons, dyes and other potentially dangerous equipment present.

Student understands and accepts responsibility for correctly utilizing such equipment and to the extent the student is injured through the use of such instruments or while upon the facility of Salon Success Academy, student releases and holds Salon Success Academy harmless for any claims arising thereby. (2) Student is aware of the type and quality of the risk which student will experience in the course of being present upon the premises of Salon Success Academy and therefore, indemnifies Salon Success Academy for any claims that student might take against Salon Success Academy for injuries sustained during students' use of the premises and equipment there on.

The school Catalog can be accessed on the school website at <http://www.Salonsuccessacademy.com>

GOVERNING AGENCIES

The Board of Barbering and Cosmetology, set minimum standards for the program of studies at Salon Success Academy. In accordance with Education Code Section 94316.12 the following are the names, addresses and phone numbers of the licensing agencies and accreditor

Board of Barbering and Cosmetology

PO Box 944226

Sacramento, CA 94244-2260

Phone: (916) 445-7061

Website: www.barbercosmo.ca.gov

Bureau for Private Postsecondary Education

1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: www.bppe.ca.gov Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 574-8900 or by fax (916) 263-1897

ACCREDITATION

Salon Success Academy campuses are all Accredited Members of the National Accrediting Commission of Career Arts & Science (NACCAS), an accrediting agency recognized by the United States Department of Education. Questions regarding accreditation should be addressed to:

The National Accrediting Commission of Career Arts & Sciences

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

Website: www.naccas.org

NACCAS ANNUAL REPORT STUDENT OUTCOMES

2020 Data

The institution's accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.

Below is the combined program data for all campuses as reported to NACCAS for the most current reporting year:

Upland & West Covina:		Corona, Redlands & Fontana:		Riverside:	
¹ Graduation Rate	75.36 %	¹ Graduation Rate	81.30%	¹ Graduation Rate	76.92 %
¹ Placement Rate	79.34%	¹ Placement Rate	76.16%	¹ Placement Rate	80.43%
¹ Licensure Rate	82.54%	¹ Licensure Rate	87.13%	¹ Licensure Rate	75.00%

Breakdown by Campus and Program

Upland Campus:		West Covina Campus:		Riverside Campus:	
Barbering		Barbering		Barbering	
¹ Graduation Rate	42.86%	¹ Graduation Rate	80%	¹ Graduation Rate	62.96 %
¹ Placement Rate	100%	Placement Rate	75%	¹ Placement Rate	80%
¹ Licensure Rate	100%	Licensure Rate	100%	¹ Licensure Rate	77.78%
Cosmetology		Cosmetology		Cosmetology	
¹ Graduation Rate	58.82%	¹ Graduation Rate	20%	¹ Graduation Rate	80%
¹ Placement Rate	76.47%	¹ Placement Rate	100%	¹ Placement Rate	80.95%
¹ Licensure Rate	93.75%	Licensure Rate	100%	¹ Licensure Rate	73.08%
Esthetician		Esthetician		Esthetician	
¹ Graduation Rate	88.37%	¹ Graduation Rate	81.58%	Graduation Rate	NA
¹ Placement Rate	76.92%	¹ Placement Rate	80.77%	Placement Rate	NA
¹ Licensure Rate	76.36%	¹ Licensure Rate	75%	Licensure Rate	NA
Manicuring/Nail Care		Manicuring/Nail Care		Manicuring/Nail Care	
¹ Graduation Rate	84.62%	¹ Graduation Rate	85.71%	Graduation Rate	93.75%
Placement Rate	81.82%	¹ Placement Rate	80%	¹ Placement Rate	80%
Licensure Rate	100%	¹ Licensure Rate	83.33%	¹ Licensure Rate	77.78%
Corona Campus:		Redlands Campus:		Fontana Campus:	
Barbering		Barbering		Barbering	
Graduation Rate	NA	Graduation Rate	NA	Graduation Rate	NA
Placement Rate	NA	Placement Rate	NA	Placement Rate	NA
Licensure Rate	NA	Licensure Rate	NA	Licensure Rate	NA
Cosmetology		Cosmetology		Cosmetology	
¹ Graduation Rate	66.67%	Graduation Rate	62.22%	Graduation Rate	47.62%
¹ Placement Rate	72.73%	¹ Placement Rate	78.26%	¹ Placement Rate	83.33%
¹ Licensure Rate	84.62%	¹ Licensure Rate	81.48%	¹ Licensure Rate	77.78%
Esthetician		Esthetician		Esthetician	
¹ Graduation Rate	95.24%	¹ Graduation Rate	89.71%	Graduation Rate	NA
¹ Placement Rate	74.55%	¹ Placement Rate	75%	Placement Rate	NA
¹ Licensure Rate	85.94%	¹ Licensure Rate	91.67%	Licensure Rate	NA
Manicuring/Nail Care		Manicuring/Nail Care		Manicuring/Nail Care	
Graduation Rate	83.33%	¹ Graduation Rate	100%	¹ Graduation Rate	87.5%
¹ Placement Rate	66.67%	¹ Placement Rate	80%	¹ Placement Rate	100%
¹ Licensure Rate	100%	Licensure Rate	100%	¹ Licensure Rate	100%

¹Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

RATIONALE FOR 680 HOUR ESTHETICIAN COURSE

Notification of 680 Clock Hours

The Esthetician course at Salon Success Academy is a 680 clock hour program. This is 80 hours more than the state requirement of 600 hours. The difference in hours has been approved by our accrediting agency to begin in January 2017. Salon Success Academy has added an 84 hour course for MUD's Beauty Essentials within our curriculum which created a need for the additional clock hours. Upon graduation from the Salon Success Academy Esthetician Course, a student will in addition to their diploma, have a certificate of completion for the Beauty Essentials course. This certificate will enable the student to further their education in the scope of make up by giving them the first required (pre-requisite) class in a series of advanced education that will be available at Salon Success Academy or the MUD Academy.

The MUD Beauty Essentials Course Consists of:

Course Description:

This course is designed as an introduction to beauty make-up with an emphasis on the techniques required today in this multi-faceted industry. Regardless of which of these areas you intend to work in, mastery of beauty make-up is a must. In this course you will start by learning facial analysis, base matching and application, correction, contours, highlights, as well as a focus on eyes and lips. The course finishes with complete make-up applications ranging from one hundred percent corrective to natural make-up.

Course Objectives by unit:

3.5 hours Make-up Theory Unit

Able to answer questions regarding a positive attitude and a professional and sanitary workspace

Able to highlight and shadow two-dimensional objects to look like three-dimensional objects

Able to identify bone structure, skin tone, skin condition, coloration, imperfections, and the positive and the negative aspects of the face

10.5 hours Base Unit

Able to identify skin undertones and shades. He or she is able to identify the correct make-up that matches the model's skin tone

Able to properly apply base to a model in an even application

7.0 hours Corrective Unit

Able to apply concealers to correct negative colors and blemishes in as thin an application as possible

14.0 hours Highlight and Shadow Unit

Able to correct the nose shape using shadow and highlight with cream and powder products.

Able to apply highlight and shadows for the cheekbone and jaw line.

21.0 hours Eye Unit

Able to correct eyebrows using the classic eyebrow theory and graphs Able to correct the various eye shapes with highlight and shadow

Able to apply the four Classic eyeliner positions. The student will be able to do the point-to-point method with: cake liner (wet applied), powder, pencil, and creams. Able to curl eyelashes and apply mascara

Able to apply false eyelashes

7.0 hours Lip Unit

Able to apply lip color. He or she will be able to load the brush and use the point-to-point method to apply the color.

Able to correct lips using pencils and lip colors

10.5 hours Beauty Make-up Unit

Able to apply a 100% corrective make-up in 40 minutes

7.0 hours Natural Make-up Unit

Able to do a natural make-up. Student will complete the application in thirty minutes.

3.5 hours Assessment

Able to pass written exam and able to pass 100% Corrective Make-up Final Exam.

COSMETOLOGY 1200 HOUR COURSE OUTLINE AND SYLLABUS

Offered at all campuses

COSMETOLOGY 1200 HOURS COURSE DESCRIPTION:

Full Time (36 weeks) Part Time (63 weeks)

This course is designed to provide fundamental skill in all aspects of Cosmetology as mandated by the California State Board of Barbering & Cosmetology. Students will receive lecture, demonstration, and performance of entry level cosmetology procedures. This course is in preparation for students to be able to perform all services provided on the campus salon menu, as well as provide a foundation for completion of the entire scope of the cosmetology course.

COSMETOLOGY: COURSE OBJECTIVE & FORMAT

Course Objectives: The program is designed to produce a graduate with job level skills able to qualify for and obtain the initial professional license as a Cosmetologist. Studies include theory and practical instruction in all phases of Cosmetology as mandated by the California State Board of Barbering and Cosmetology.

Course Format: This course will be a combination of theoretical and practical classes which will incorporate teaching strategies such as demonstration, lecture, student participation and audio-visual materials. The student will demonstrate in the clinical lab their knowledge and practical abilities learned from basic classes given at the beginning of the course.

LEARNING OBJECTIVES

Student will learn to:

- Describe and perform the basic haircuts, a line, layers, graduation
- Understand methods of styling: wet hair styling (finger waving roller placement, pin curls, blow drying) and dry hair styling (press and curl, thermal styling, flat ironing, formal styling)
- Understand the function of chemicals used in chemical relaxers and the effects of the chemicals used on the hair and scalp
- Determine the methods of wrapping hair on perm rods and identify the different methods and the results of each
- Determine the correct roller size and wrapping pattern to use with different wet hair designs
- Understand the function of the chemicals used in perming and the effects of the chemicals used on the hair
- Identify the structure and function of the hair and scalp
- Identify and recognize any diseases or disorders of the hair and scalp for client analysis in all consultations.
- Understanding of hair coloring technique and applications
- Scientific approach to hair coloring, hair coloring formulations,
- Determine approach to nail technology as it pertains to: manicure, pedicure, nail tips, wraps, and acrylic nail application
- Determine approach to skin care as it pertains to: facials, facial with mask, facial hair removal, and makeup.

PREREQUISITE(S)

- New Start Orientation prior to the first-class session
- All Cosmetology students must complete and pass the Haircare Fundamentals module before completing any other advanced module of study.

INSTRUCTIONAL TEXT AND REQUIRED MATERIAL

Milady textbook/workbook, Milady CIMA, items on additional items kit list, all items given in kit.

ATTENDANCE AND PARTICIPATION

The technical nature of the training and graduate employability goals of the programs offered requires that students attend classes on a regular basis. Consequently, the school's attendance policy will be strictly enforced.

MILADY EXAM SCHEDULE

Theory is taught both in tandem with the practical content being learned as well as a module of specific topics. All exams are held on a designated subject to be taken at the completion of each module with quizzes throughout. One final exam will be taken upon completion of all required modules and prior to graduation. All exams will be a combination of subject matter learned throughout each module.

REQUIREMENTS OF THE COURSE/EACH MODULE OF EDUCATION

For a student to move on to the next module, he or she must:

- Complete the haircare fundamentals module prior to completing any other module
 - Complete every assignment and test in the module/ have a passing score of 70% or better
 - Adherence to the school attendance policy.
 - Any student absent during a pre-assigned test/exam and/or projects date will receive zero as a grade.
 - Make up work is the student's responsibility. The student must arrange with the instructor a correct time and place to accomplish the makeup work. It is the students' responsibility to seek the instructor's guidance at the time when a problem area is initially encountered, not after receiving an unsatisfactory grade.
 - Students will also work on clinic floor clients after the following criteria is met according to the California state board:
 - (a) a student enrolled in a school shall not be permitted to work upon a client paying for services until he or she has completed the core period of training and instruction. The core period shall be at minimum, 10% of the 1200 training hours specified (120 hours for cosmetology).
 - (b) a student enrolled in a school shall not be permitted to work upon a client paying for a service until the student has completed technical instruction and practical training in the service for which a client is paying.
 - (c) for the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical training shall mean the actual performance by the student of a complete service on another person or on a mannequin

TOTAL COURSE HOURS BREAKDOWN

1200 hours: The curriculum for students enrolled in a cosmetology course shall consist of twelve hundred (1200) hours of technical instruction and practical training covering all practices constituting the art of cosmetology. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

OUTLINE OF COSMETOLOGY CURRICULUM WITH REQUIRED CONTENT INCLUSION SCHEDULE

HAIRCARE FUNDAMENTALS MODULE (400 HOURS)

Chemical Hair Services (200 Hours): Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

Hairstyling Services (200 Hours): Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

BASICS OF SKIN CARE, HAIR REMOVAL & LASH AND BROW BEAUTIFICATION (200 HOURS)

Hair Removal and Lash and Brow Beautification (50 Hours): Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.

Skin Care (150 Hours): Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

BASICS OF NAIL CARE MODULE (100 HOURS)

Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.

ADVANCED HAIR CUTTING MODULE (100 HOURS)

Haircutting Services: Including advanced instruction on hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

Students will have a combination of classroom and clinic floor instruction and practice. Students will continue to perfect the procedures and skills learned throughout the course in the clinic lab while performing services on live models and clientele

ADVANCED HAIR COLORING MODULE (100 HOURS)

Chemical Hair Services: Including advanced instruction on coloring, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

Students will have a combination of classroom and clinic floor instruction and practice. Students will continue to perfect the procedures and skills learned throughout the course in the clinic lab while performing services on live models and clientele

ADVANCED HAIRSTYLING – FORMAL STYLING MODULE (100 HOURS)

Hairstyling Services: Including advanced instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening.

Students will have a combination of classroom and clinic floor instruction and practice. Students will continue to perfect the procedures and skills learned throughout the course in the clinic lab while performing services on live models and clientele

HEALTH & SAFETY – DISINFECTION SANITATION LECTURE MODULE (200 HOURS)

Health and Safety (100 Hours): Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

Disinfection and Sanitation (100 Hours): Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

ACADEMIC PROGRESS

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Students must maintain a cumulative theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the grading scale. Students receive grades both on written examinations and practical experience. Practical Assessments must be passed at 70% or greater before a student can move on to the next phase. For the purpose of SAP the written and practical grades will be combined for one academic grade.

GRADING

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing Below	0 -59%	0

PRACTICAL GRADING CRITERIA

Students are assessed on particular procedures for their course as listed in the course syllabus. Each procedure that is graded is broken down by steps. As the student completes each step the instructor marks a yes if that step was completed correctly or a no if it was incorrect or skipped. Upon completion, the total number of yes answers are divided by the total number of steps in the procedure to give a grade percentage.

BARBERING 1000 HOUR COURSE OUTLINE AND SYLLABUS

Offered at Upland and Riverside Only

BARBERING 1000 HOURS COURSE DESCRIPTION:

Full Time (30 weeks) Part Time (50 weeks)

This course is designed to provide fundamental skill in all aspects of Barbering as mandated by the California State Board of Barbering & Cosmetology. Students will receive lecture, demonstration, and performance of entry level barbering procedures. This course is in preparation for students to be able to perform all services provided on the campus salon menu, as well as provide a foundation for completion of the entire scope of the barbering course.

BARBERING: COURSE OBJECTIVE & FORMAT

Course Objectives: The program is designed to produce a graduate with job level skills able to qualify for and obtain the initial professional license as a Barber. Studies include theory and practical instruction in all phases of Barbering as mandated by the California State Board of Barbering and Cosmetology.

Course Format: This course will be a combination of theoretical and practical classes which will incorporate teaching strategies such as demonstration, lecture, student participation and audio-visual materials. The student will demonstrate in the clinical lab their knowledge and practical abilities learned from basic classes given at the beginning of the course.

LEARNING OBJECTIVES

Students will learn:

- Study Skills
- History of Barbering
- Professional Image
- Microbiology
- Infection Control and Safe Work Practices
- Implements, Tools and Equipment
- Anatomy and Physiology
- Chemistry
- Electricity and Light Therapy
- Properties and Disorders of the Skin
- Properties and Disorders of the Hair & Scalp
- Treatment of the Hair and Scalp
- Men's Facial Massage and Treatments
- Shaving and Facial Hair Design
- Men's Haircutting and Styling
- Men's Hair Replacement
- Women's Cutting and Styling
- Chemical Texture Services
- Haircoloring and Lightening
- Job Search
- Barbershop Management

PREREQUISITE(S)

- New Start Orientation prior to the first-class session
- All Barber students must complete and pass the Haircare Fundamentals module before completing any other module of study.

INSTRUCTIONAL TEXT AND REQUIRED MATERIAL

Milady textbook/workbook, Milady CIMA, items on additional items kit list, all items given in kit.

ATTENDANCE AND PARTICIPATION

The technical nature of the training and graduate employability goals of the programs offered requires that students attend classes on a regular basis. Consequently, the school's attendance policy will be strictly enforced.

MILADY EXAM SCHEDULE

Theory is taught both in tandem with the practical content being learned as well as a module of specific topics. All exams are held on a designated subject to be taken at the completion of each module with quizzes throughout. One final exam will be taken upon completion of all required modules and prior to graduation. All exams will be a combination of subject matter learned throughout each module.

REQUIREMENTS OF THE COURSE/EACH MODULE OF EDUCATION

For a student to move on to the next module, he or she must:

- Complete the haircare fundamentals module prior to completing any other module
 - Complete every assignment and test in the module/ have a passing score of 70% or better
 - Adherence to the school attendance policy.
 - Any student absent during a pre-assigned test/exam and/or projects date will receive zero as a grade.
 - Make up work is the student's responsibility. The student must arrange with the instructor a correct time and place to accomplish the makeup work. It is the students' responsibility to seek the instructor's guidance at the time when a problem area is initially encountered, not after receiving an unsatisfactory grade.
 - Students will also work on clinic floor clients after the following criteria is met according to the California state board:
 - (a) a student enrolled in a school shall not be permitted to work upon a client paying for services until he or she has completed the core period of training and instruction. The core period shall be at minimum, 10% of the 1000 training hours specified (100 hours for barbering).
 - (b) a student enrolled in a school shall not be permitted to work upon a client paying for a service until the student has completed technical instruction and practical training in the service for which a client is paying.
 - (c) for the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical training shall mean the actual performance by the student of a complete service on another person or on a mannequin.

TOTAL COURSE HOURS BREAKDOWN

1000 hours: The curriculum for students enrolled in a Barbering course shall consist of one thousand (1000) hours of technical instruction and practical training covering all practices constituting the art of barbering. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

OUTLINE OF COSMETOLOGY CURRICULUM WITH REQUIRED CONTENT INCLUSION SCHEDULE

HAIRCARE FUNDAMENTALS MODULE (400 HOURS)

Chemical Hair Services (200 hours): Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

Hairstyling Services (200 hours): Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

ADVANCED HAIR CUTTING MODULE (100 HOURS)

Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

Students will have a combination of classroom and clinic floor instruction and practice.

SHAVING AND GROOMING MODULE (200 HOURS)

Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

Students will have a combination of classroom and clinic floor instruction and practice.

HEALTH & SAFETY – DISINFECTION SANITATION LECTURE MODULE (200 HOURS)

Health and Safety (100 hours): Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

Disinfection and Sanitation (100 hours): Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

CLINIC LAB (100 HOURS)

Practice and Perfect Skills (100 hours): Students will continue to perfect the procedures and skills learned throughout the course in the clinic lab while performing services on live models and clientele.

ACADEMIC PROGRESS

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Students must maintain a cumulative theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the grading scale. Students receive grades both on written examinations and practical experience. Practical Assessments must be passed at 70% or greater before a student can move on to the next phase. For the purpose of SAP the written and practical grades will be combined for one academic grade.

GRADING

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing Below	0 -59%	0

PRACTICAL GRADING CRITERIA

Students are assessed on particular procedures for their course as listed in the course syllabus. Each procedure that is graded is broken down by steps. As the student completes each step the instructor marks a yes if that step was completed correctly or a no if it was incorrect or skipped. Upon completion, the total number of yes answers are divided by the total number of steps in the procedure to give a grade percentage.

ESTHETICIAN COURSE OUTLINE & SYLLABUS

Offered in Corona, Redlands, Upland & West Covina Only

ESTHETICIAN 680 HOURS: COURSE DESCRIPTION

Full Time 21 Weeks Part Time 27-36 Weeks

This course is designed to provide fundamental skill spa room preparation and maintenance, skin analysis, facials, basic skin care, eyelash enhancements and body treatment. Student are expected to receive lecture, demonstration and performance of all procedures listed on the schedule As means to provide theory content delivery will be presented in the form of lecture as well as digital platforms for practice and study. This course is in preparation for students to be able to perform skin care services provided on the campus spa menu, as well as provide a foundation for success as a skin care specialist in the spa and salon industry.

ESTHETICIAN: COURSE OBJECTIVE & FORMAT

Course Objectives: The program is designed to produce a graduate with job level skills able to qualify for and obtain the initial professional license as an Esthetician. Studies include theory and practical instruction in all phases of the state board mandated curriculum of Esthetics. Including; Facials, Hair Removal, Eyebrow Beautification, MUD's Beauty Essentials Make-up, Health and Safety, Laws & Regulations, Disinfection & Sanitation, Anatomy & Physiology, and Business & Communication Skills, Job Search Skills, Interview Preparation, Resume Development and Professionalism.

Course Format: This course will be a combination of theoretical and practical classes, which will incorporate teaching strategies such as demonstration, lecture, student participation and audiovisual materials. The student will demonstrate in the clinical lab their knowledge and practical abilities learned from the basic classes given at the beginning of the course. The basic class consists of the first 80 hours of the student's training.

LEARNING OBJECTIVES

Student will learn to:

- Understanding the importance of skin analysis and client consultation
- Understand contraindications and the use of health screening forms
- Types of electrical equipment used in facial treatments
- Types of skin tones
- Types of facial products
- Understand cosmetic color theory
- Basic makeup application
- Sanitation and disinfection
- Identify facial types
- Describe the elements of client consultation for hair removal
- Three methods of permanent hair removal

PREREQUISITE(S)

New start orientation prior to the first class session

TOTAL COURSE HOURS BREAKDOWN

The esthetician course at salon success academy is a 680 clock hour program. This is 80 hours more than the state requirement of 600 hours. The curriculum for students shall consist of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.

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

(1) 350 Hours of Technical Instruction and Practical Training in Facials

The required subjects of instruction in Facials shall be completed with the minimum hours of technical instruction

and practical operations for each subject-matter as follows:

Manual, Electrical and Chemical Facials (70 Hours of Technical Instruction and 140 Practical Operations)

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 manipulation, packs, and masks. Electrical Facial include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living upper most layers of facial skin, known as the epidermis, may be removed and only for the purpose of beautification. All practical operation must be performed in accordance with Section 992 regarding skin peels.

Preparation (15 hours of Technical Instruction)

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.

(2) 200 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction for each subject-matter as follows:

Laws and Regulations (10 hours of Technical Instruction)

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.

Health and Safety Considerations (40 hours of Technical Instruction)

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.

Disinfection and Sanitation (10 hours of Technical Instruction)

The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology (15 Hours of Technical Instruction)

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.

(3) 50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up

The required subjects of instruction in Hair Removal shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Eyebrow Beautification (25 hours of Technical Instruction and 50 Practical Operations)

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

Make-up (20 hours of Technical Instruction and 40 Practical Operations)

The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and collective application, application of false eyelashes.

(c) The Board recommends that schools provide training in the area of communication skills that includes

professional ethics, salesmanship, decorum, record keeping, client service records, and basic tax information relating to booth renters, independent contractors, employees, and employers.

(4) 80 Hours MUD Beauty Essentials Course (80 hours and operations)

The Beauty Essentials Course will include technical hours and operations in Eyebrow Beautification and Makeup.

This course includes an 80 hour component for the MUD Beauty Essentials class. Any days missed in the MUD training will

be required to be made up in order to receive the MUD Beauty Essentials Certificate of Completion.

Per the California State Board of Barbering and Cosmetology “ Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.”

THEORY SUBJECTS COVERED IN CLASS (4 HOURS PER WEEK)

History and Career Opportunities; Life Skills; Your Professional Image; Communicating for Success
Infection Control: Principles and Practices
General Anatomy and Physiology
Basics of Chemistry
Basics of Electricity
Basics of Nutrition
Physiology and Histology of the Skin
Disorders and Diseases of the Skin
Skin Analysis
Skin Care Products: Chemistry, Ingredients, and Selection
The Treatment Room
Facial Treatments
Facial Massage
Facial Machines
Hair Removal
Advanced Topics and Treatments
The World of Makeup
Career Planning; The Skin Care Business; Selling Products and Services

INSTRUCTIONAL TEXT AND REQUIRED MATERIAL

Milady textbook/workbook, Milady CourseMate, items on additional items kit list, all items given in kit

ATTENDANCE AND PARTICIPATION

Due to the technical nature of the training and graduate competence of in programs at salon success academy we require that students attend classes on a regular basis. Consequently, the school’s attendance policy will be strictly enforced. Students must attend a minimum of 80 class hours in the mud beauty essentials class to receive the mud certificate of completion upon graduation.

MILADY EXAM SCHEDULE

Theory is scheduled every first hour of your class school day on Tuesday-Friday (Night theory classes may vary). All exams are held on a designated day of the week in class. A new chapter from the milady’s text will be lectured every week. Through the 680-hour esthetician course you will complete the textbook 1-2 times. This should allow for initial introduction of the information and then an affirmation of knowledge for the second cycle through the text

REQUIREMENTS OF THE COURSE

For a student to move on to the next phase, he or she must:

- Complete assignments and tests
- Adherence to the school attendance policy.
- Any student absent during a pre-assigned test/exam and/or projects date will receive zero as a grade.
- Students will also work on clinic floor clients after the following criteria is met:
 - (a) A student enrolled in a school shall not be permitted to work upon a client paying for services until he or she has completed the core period of training and instruction. The core period shall be a minimum of 10 % of the 680 total training hours specified (68 hours).
 - (b) A student enrolled in a school shall not be permitted to work upon a client paying for a service until the student has completed technical instruction and practical training in the service for which a client is paying.
 - (c) for the purpose of this section, technical instruction shall mean instruction by demonstration, lecture,

classroom participation, or examination; practical training shall mean the actual performance by the student of a complete service on another person or on a mannequin

Make up work is the student's responsibility. The student must arrange with the instructor a correct time and place to accomplish the make-up work. It is the students' responsibility to seek the instructor's guidance at the time when a problem area is initially encountered, not after receiving an unsatisfactory grade

ASSESSMENTS: (NIC) TO BE COMPLETED IN MODULE 1

Assignment Name	Possible Points
WORK AREA AND CLIENT PREPARATION & SET UP (2@ 5 pts each)	10
CLEANSING THE FACE	8
EXFOLIATING THE FACE	6
MASSAGING THE FACE	8
HAIR REMOVAL OF EYEBROWS – TWEEZING & SOFT WAX	17
PARTICLE MICRODERMABRASION ON THE FOREHEAD	12
FACIAL MASK AND CONCLUSION OF THE FACIAL SERVICE	7
FACIAL MAKEUP	14
EYELASH ENHANCEMENT	8
BLOOD EXPOSURE PROCEDURE	7
TOTAL COMPLETION POINTS	97

ASSESSMENTS: (NIC) TO BE COMPLETED IN MODULE 2

Assignment Name	Possible Points
SANITARY MAINTENANCE AREA SET UP	6
SKIN ANALYSIS	11
PLAIN FACIAL	11
EXTRACTIONS	9
DISINFECTION OF IMPLEMENTS	9
BLOOD EXPOSURE PROCEDURE	9
TOTAL COMPLETION POINTS	53
MOCK BOARD PRACTICAL EXAM	97

ASSIGNMENTS: MUD BEAUTY ESSENTIALS

Assignment Name	Possible Points
Safety Test	2
Highlight & Shadow Worksheet	5
Base Worksheet #1	4
Base Worksheet #2	4
Chapter #4 Study Questions	5
Beauty Morgue Assignment	10
Classic Eyebrow Worksheet	5
Corrective Eyeliner Positions Worksheet	5
Eyebrow Worksheet #1	5
Eyebrow Worksheet #2	5
Written Exam	20
Final Practical Exam	30
TOTAL COMPLETION POINTS	100

WEEKLY OUTLINE OF SCHEDULE

HAIR REMOVAL WEEK

DAY 1 – INTRODUCTION - SANITATION AND DISINFECTION STANDARDS- EQUIPMENT SET UP PREPARATION AND CARE

DAY 2 – BASIC BROW SHAPING - CLIENT CONSULTATION & SKIN ANALYSIS

DAY 3 – EYEBROW ARCHING - LIP WAX – CHIN AND CHEEK WAX

DAY 4 – ARM WAX ½ & FULL – UNDER ARM WAXING

DAY 5 – HEALTH & SAFETY - CLIENTS & OPERATIONS

HAIR REMOVAL WEEK

DAY 1 – LOWER LEG WAX – UPPER LEG WAX

DAY 2 – BACK WAX – CHEST WAX

DAY 3 – BIKINI WAX

DAY 4 – BRAZILIAN WAX

DAY 5 – HEALTH & SAFETY - CLIENTS & OPERATIONS

NIC STATE BOARD PREPARATION

DAY 1 – CREATE MOCK BOARD KIT

DAY 2 – NIC WORK AREA SETUP – NIC CLEANSING OF THE FACE WITH PRODUCT

DAY 3 – NIC EXFOLIATING THE FACE WITH PRODUCT – NIC MASSAGING THE FACE WITH PRODUCT

DAY 4 – NIC WORK AREA SETUP – NEW CLIENT – NIC HAIR REMOVAL TWEEZING - WAXING

DAY 5 – HEALTH & SAFETY - CLIENTS & OPERATIONS

NIC STATE BOARD PREPARATION

DAY 1 – NIC MICRODERMABRASION

DAY 2 – NIC FACIAL MASK – FACIAL MAKEUP

DAY 3 – NIC EYELASH ENHANCEMENT – NIC BLOODSPILL EXPOSURE

DAY 4 – MOCK BOARD PRACTICAL EXAM

DAY 5 – HEALTH & SAFETY - CLIENTS & OPERATIONS

FACIAL INTRODUCTION WEEK:

DAY 1 – PRODUCT KNOWLEDGE – FACIAL SKIN READER

DAY 2 – FACIAL ROOM SETUP – BASIC FACIAL

DAY 3 – FACIAL WITH MASK

DAY 4 – BACK FACIAL

DAY 5 – HEALTH & SAFETY - CLIENTS & OPERATIONS

ADVANCED WEEK:

DAY 1 – ACNE FACIAL

DAY 2 – CUSTOM BLEND FACIAL

DAY 3 – CUSTOM BLEND FACIAL

DAY 4 – FIRM & LIFT FACIAL

DAY 5 – HEALTH & SAFETY - CLIENTS & OPERATIONS

ELECTRICAL FACIAL AND PEELS WEEK:

DAY 1 – LACTIC PEEL – OXYGEN TREATMENT – PUMPKIN PEEL – EYE SMOOTHER

DAY 2 – LIGHT STEM – GALVANIC CURRENT – HIGH FREQUENCY

DAY 3 – MACRO EXFOLIATOR TREATMENT

DAY 4 – FACIAL REVIEW

DAY 5 – HEALTH & SAFETY - CLIENTS & OPERATIONS

ADDITIONAL ESTHETIC SERVICES WEEK:

DAY 1 – INDIVIDUAL EYELASH APPLICATION – STRIP LASHES – PARRAFFIN SPA – BODY BRONZING

DAY 2 – FIRING BODY WRAP – HOT STONE TREATMENT

DAY 3 – MUD MAKEUP THEORY

DAY 4 – MUD MAKEUP

DAY 5 – HEALTH & SAFETY - CLIENTS & OPERATIONS

MUD BEAUTY ESSENTIALS (80 hours)

MAKEUP THEORY UNIT
 BASE UNIT
 CORRECTIVE UNIT
 HIGHLIGHT AND SHADOW UNIT
 EYE UNIT
 LIP UNIT
 BEAUTY MAKE-UP UNIT
 NATURAL MAKE-UP UNIT
 ASSESSMENT

ACADEMIC PROGRESS

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Students must maintain a cumulative theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the grading scale.

Students receive grades both on written examinations and practical experience. Practical Assessments must be passed at 70% or greater before a student can move on to the next phase. For the purpose of SAP the written and practical grades will be combined for one academic grade.

GRADING

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing Below	0-59%	0

PRACTICAL GRADING CRITERIA

Students are assessed on particular procedures for their course as listed in the course syllabus. Each procedure that is graded is broken down by steps. As the student completes each step the instructor marks a yes if that step was completed correctly or a no if it was incorrect or skipped. Upon completion, the total number of yes answers are divided by the total number of steps in the procedure to give a grade percentage.

MANICURING/NAIL CARE COURSE OUTLINE & SYLLABUS

Offered in Corona, Fontana, Redlands, Riverside, Upland & West Covina

MANICURING/NAIL CARE 400 CLOCK HOURS: COURSE DESCRIPTION

Full Time 12 Weeks Part Time 21 Weeks

The manicuring/nail care course is designed to prepare the student to pass the state board examination for licensing as a manicurist. The course includes theoretical and practical instruction in water and oil manicuring, brush-on nails, nail tips, nail repairs and wraps, and pedicuring.

MANICURING/NAIL CARE: COURSE OBJECTIVE & FORMAT

Objective: The program is designed to produce a graduate with job level skills able to qualify for and obtain the initial professional license as a Manicurist. Studies include theory and practical instruction in all phases of the state

board mandated curriculum of Nail Care and Pedicuring. Including Nail Care, pedicuring, acrylic nails, nail wraps, nail tips and hand and foot massage, Health and Safety, Laws & Regulations, Disinfection & Sanitation, Anatomy & Physiology and Business & Communication Skills, Job Search Skills, Interview Preparation, Resume Development and Professionalism.

Format: This course will be a combination of theoretical and practical classes, which will incorporate teaching strategies such as demonstration, lecture, student participation and audiovisual materials. The student will demonstrate in the clinical lab their knowledge and practical abilities learned from the core classes given in class at the beginning of the course.

LEARNING OBJECTIVES

- Student will learn to:
- Project a positive attitude and a sense of personal integrity and self confidence
- Practice effective communication skills, visual poise, and proper grooming
- Respect the need to deliver worthy service for value received in an employer- employee relationship
- Perform basic manipulative skills in the areas of the manicures, pedicures, and nail tips and nail enhancements.
- Perform the basic analytical skills to determine proper nail services and nail shaping for the client's overall image and needs
- Apply learned theory, technical information, and related matter to ensure sound judgement, decisions and procedures to ensure career success.

PREREQUISITE(S)

New start orientation prior to the first class session

TOTAL COURSE HOURS BREAKDOWN

400 total hours as required by the California Board of Barber and Cosmetology

(1) 300 hours of technical instruction and practical training in nail care

Manicures and pedicures (60 hours of technical instruction, 60 practical operations and 180 nails)

Students are required to complete an additional 40 Hours and/or operations in any of the above areas of Nail Care to complete the required 300 hours of technical training in this subject.

(2) 100 hours of technical instruction and practical training in health and safety

Laws and regulations (10 hours of technical instruction)

Health and safety considerations (25 hours of technical instruction)

Disinfection and sanitation (20 hours of technical instruction and 10 practical operations)

Bacteriology, anatomy and physiology (10 hours of technical instruction)

The student will learn how to prepare a resume, interview and seek employment. The student will become familiar with professional behavior that is expected of her/him to carry on personal or business ethics and customer relations.

Students are required to complete an additional 25 Hours and/or operations in any of the above areas of Health & Safety to complete the required 100 hours of technical training in this subject.

Per the California State Board of Barbering and Cosmetology " Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject."

INSTRUCTIONAL TEXT AND REQUIRED MATERIAL

Milady Standard Nail Technician 7th Edition ISBN-13: 978-1-285-08047-5, Workbook. Milady Publishing ISBN-13: 978-1-285-08051- 2, Milady Mindtap Online Access for Study and practice, additional items kit list, all items in kit.

ATTENDANCE AND PARTICIPATION

Due to the technical nature of the training and graduate competence of in programs at salon success academy we require that students attend classes on a regular basis. Consequently, the school's attendance policy will be strictly enforced.

MILADY EXAM SCHEDULE

Theory is given 4 hours per week. All exams are held on a designated date. A new chapter from the milady's text will be assigned every week. Through the 400-hour course you will complete the text. Students are encouraged to utilize milady cengage coursemate online for test preparation and study. Clock hours will **not** be given for online content in this course. An exam is given upon completion of each chapter in theory class. A written and practical exam is given to determine progress at 200 hours and a final written and a practical exam is given before graduation.

REQUIREMENTS OF THE COURSE

For a student to move on to the next phase, he or she must:

Complete assignments and tests

Adherence to the school attendance policy.

Any student absent during a pre-assigned test/exam and/or projects date will receive zero as a grade.

Students will also work on clinic floor clients after the following criteria is met:

- (a) a student enrolled in a school shall not be permitted to work upon a client paying for services until he or she has completed the core period of training and instruction. The core period shall be 10 % of the 400 total training hours (40 hours).
- (b) a student enrolled in a school shall not be permitted to work upon a client paying for a service until the student has completed technical instruction and practical training in the service for which a client is paying.
- (c) for the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical training shall mean the actual performance by the student of a complete service on another person or on a mannequin

Make-up work is the student's responsibility. The student must arrange with the instructor a correct time and place to accomplish the make-up work. It is the students' responsibility to seek the instructor's guidance at the time when a problem area is initially encountered, not after receiving an unsatisfactory grade

WEEKLY OUTLINE OF SCHEDULE

WEEK ONE:

MANICURING
PEDICURING
NAIL TIPS AND WRAPS
BRUSH ON NAILS
SCULPTURE NAIL TWO COLOR NAIL FORM
ELECTRIC FILING
NIC MANICURE
NIC TIPS
INFECTION CONTROL
NAIL STRUCTURE
HEALTH & SAFETY

WEEK TWO:

SPA PARRAFIN MANICURE
SPA PARRAFIN PEDICURE
ADVANCE MASSAGE HANDS
ADVANCE MASSAGE FEET
BASIC NAIL ART WITH POLISH
LED GEL POLISH VARIATIONS
FRENCH POLISH AND LED
NIC SCULPTURE
NIC POLISH
NAIL DISEASES AND DISORDERS
HEALTH & SAFETY

WEEK THREE:

CHEMISTRY
ACRYLIC FILLS
ACRYLIC REMOVAL
ACRYLIC PINK AND WHITE
ACRYLIC PINK AND WHITE FILLS
ACRYLIC REPAIR
ACRYLIC 3D ART
NIC MANICURE
NIC TIPS
HEALTH & SAFETY

WEEK FOUR:

LED GEL OVERLAY
LED GEL REMOVAL
LED GEL FILLS
LED SCULPTURE
LED GEL PINK AND WHITE
LED GEL OVER ACRYLIC
NIC SCULPTURE
NIC POLISH
HEALTH & SAFETY

WEEK FIVE - TEN

REPEAT WEEKS 1-4 AND PRACTICE SKILLS
COMPLETE THEORY

Course Evaluation: An exam is given upon completion of each chapter in theory class. A written and practical exam is given to determine progress at 50 hours and a final written and a final exam is given before graduation. The student must maintain a "C" average throughout the course based on the grading scale. All chapter exams must be taken on campus to be counted towards the student's GPA.

ACADEMIC PROGRESS

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text

procedures and performance standards established by the state licensing agency. Students must maintain a cumulative theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the grading scale.

Students receive grades both on written examinations and practical experience. Practical Assessments must be passed at 70% or greater before a student can move on to the next phase. For the purpose of SAP, the written and practical grades will be combined for one academic grade.

GRADING

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing Below	0-59%	0

PRACTICAL GRADING CRITERIA

Students are assessed on procedures for their course as listed in the course syllabus. Each procedure that is graded is broken down by steps. As the student completes each step the instructor marks a yes if that step was completed correctly or a no if it was incorrect or skipped. Upon completion, the total number of yes answers are divided by the total number of steps in the procedure to give a grade percentage.

MUD CONTINUING EDUCATION COURSE OUTLINES AND CHARGES

The following continuing education courses (Beauty Essentials, Airbrush, Bridal Makeup, Studio Makeup and High Fashion Makeup Trends) are offered only in the Upland and West Covina Campuses. Also approved but not currently offered in Riverside campus. All continuing education classes require a valid Cosmetology or Esthetician license to enroll.

CONTINUING EDUCATION CLASS CHARGES

Course Charges and Fees	Continuing Education Classes					
	MUD Beauty Essentials 84 Hours (Alumni)	MUD Beauty Essentials 84 Hours (Non-Alumni)	Airbrush 35 Hours	Bridal Make-up 21 Hours	Studio Make-up 35 Hours	High Fashion Make-up Trends 35 Hours
Tuition	\$672.00	\$1,344.00	\$280.00	\$168.00	\$280.00	\$280.00
Registration Fee (Non Refundable)	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies (Non-Refundable)	\$1,299.00	\$1,299.00	\$599.00	\$349.00	\$349.00	\$349.00
STRF(Non-Refundable)	\$5.00	\$7.50	\$2.50	\$2.50	\$2.50	\$2.50
Transfer Fee (Non-Refundable)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Schedule Change Fee (Non-Refundable)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transcript Fee (Non-Refundable)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Charges for the current period of attendance	\$1,976.00	\$2,750.50	\$881.50	\$519.50	\$631.50	\$631.50
Estimated total charges for the entire educational program	\$1,976.00	\$2,750.50	\$881.50	\$519.50	\$631.50	\$631.50

MUD BEAUTY ESSENTIALS

84 Clock Hours (2.2 weeks)

PRE-REQUISITE:

Valid Cosmetology or Esthetician License

OBJECTIVE

This course is designed as an introduction to beauty makeup with an emphasis on the techniques required today in this multi-faceted industry. Regardless of which of these areas you intend to work in, mastery of beauty make-up is a must. In this course you will start by learning facial analysis, base matching and application, correction, contours and highlights, and focus on eyes and lips. The course finishes with complete make-up applications ranging from one hundred percent corrective to natural make-up.

Job Title(s): Makeup Artists; O*Net code: 39-5091.00

Course Materials:

Beauty Make-up, Copyright 2004, Make-up Designory, ISBN 978-0-9749500-1-3

Beauty 101 Workbook, Copyright 2010, Make-up Designory, ISBN 978-0-9819886-6-5

Occupational Competencies (Unit Objectives):

Make-up Theory Unit

- Able to answer questions regarding a positive attitude and a professional and sanitary workspace.
- Able to highlight and shadow two-dimensional objects to look like three dimensional objects
- Able to identify bone structure, skin tone, skin condition, coloration, imperfections, and the positive and the negative aspects of the face.

Base Unit

- Able to identify skin undertones and shades.
- Able to identify the correct make-up that matches the model's skin tone
- Able to properly apply base to a model in an even application

Corrective Unit

- Able to apply concealers to correct negative colors and blemishes in as thin an application as possible

Highlight and Shadow Unit

- Able to correct the nose shape using shadow and highlight with cream and powder products
- Able to apply highlight and shadows for the cheekbone and jaw line

Eye Unit

- Able to correct eyebrows using the classic eyebrow theory and graphs
- Able to correct the various eye shapes with highlight and shadow
- Able to apply the four Classic eyeliner positions.
 - The student will be able to do the point-to-point method with: cake liner (wet applied), powder, pencil, and creams.
- Able to curl eyelashes and apply mascara
- Able to apply false eyelashes

Lip Unit

- Able to apply lip color
 - He or she will be able to load the brush and use the point-to-point method to apply the color
- Able to correct lips using pencils and lip colors

Beauty Make-up Unit

- Able to apply a 100% corrective make-up in 40 minutes

Natural Make-up Unit

- Able to do a natural make-up.
 - Student will complete the application in 30 minutes

Assessment

- Able to pass the written exam
- Able to pass the 100% Corrective Make-up Final Exam

Additional Information

Academic Credit:

There is no academic credit associated with this course.

State License:

This course does not lead to a state license.

Instructional Strategies

This course is taught with the use of demonstrations of skills and hands on practice of all techniques. Students are continuously assessed by faculty as he or she performs each skill.

Assessment:

Students are assessed in this course with a written exam of material presented in class and textbook. In addition, student's practical application of skills learned are assessed using a rubric. The rubric is attached to indicate the conditions required in order to pass. All tests must be completed with a score of 70% or better.

GRADING

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing	0-59%	0

AIRBRUSH

35 Clock Hours (1 week)

Supplies include the MUD air compressor with air hose. Students may purchase their own which will reduce the supply cost to \$429 and the Total charges to \$709

Prerequisite:

Successful completion of the MUD Beauty Essentials Class
Valid Cosmetology or Esthetician License

Course Outline: Airbrush (35 hours)

Objective: In this course we demystify the tool and show how to properly care for and maintain it. In addition, we teach the techniques that are being required by the major studios as well as demanding clients.

Session: #1

Orientation

Lesson A: Airbrush Basics

Lesson B: Breakdown and Maintenance of the Tool Student Practice: Breaking down airbrush

Lesson C: Basic Exercises Students Practice: Basic Exercises

Session: #2

Lesson D: Base Matching Students Practice: Base Matching Lesson E: Base Application

Students Practice: Base Application Session: #3

Lesson F: Highlight and Shadow Students Practice: Highlight and Shadow

Session: #4

Lesson G: Highlight and Shadow for Beauty Students Practice: Highlight and Shadow for Beauty

Session: #5

Lesson H: Foundation of Beauty Make-up Students Practice: Foundation of Beauty Make-up Review make-ups

Session: #6

Students Practice: Complete Beauty Make-up Group Critique

Session: #7

Students Practice: Complete Beauty Make-up Group Critique

Additional Information

Academic Credit:

There is no academic credit associated with this course.

State License:

This course does not lead to a state license.

Instructional Strategies

This course is taught with the use of demonstrations of skills and hands on practice of all techniques. Students are continuously assessed by faculty as he or she performs each skill.

Assessment:

Students are assessed in this course with a written exam of material presented in class and textbook. In addition, student's practical application of skills learned are assessed using a rubric. The rubric is attached to indicate the conditions required in order to pass. All tests must be completed with a score of 70% or better.

GRADING

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing	0-59%	0

BRIDAL MAKE-UP

21 Clock Hours (1 week)

Prerequisite:

Successful completion of the MUD Beauty Essentials Class
Valid Cosmetology or Esthetician License

Course Outline: Bridal Make-up (21 hours):

Objective: Students will learn the techniques used to do a successful consultation with a bride and family members. We will focus on the lucrative world of wedding make-up and what is required to successfully run a bridal make-up business.

Session 1

Lesson A: Building your Bridal Business Lesson B: Bridal Make-up

Students Practice: Bridal Make-up Group Critique

Session 2

Lesson C: Freelancing Lesson D: Consultation

Students Practice: Consultations Group Critique Consults

Session 3

Students will conduct a consultation and make-up application with another student. Group Critique Bridal make-up

Session 4

Lesson E: Websites

Students will conduct a consultation and make-up application with another student.

Session 5

Students will split into two groups and conduct a consultation with one member of the second group (who will play the part of the bride).

The first group of student's make-up the second group as the wedding party and the bride.

Critique Bridal Party

Session 6

Bridal Exam: Students will conduct a consultation and make-up application with another student in accordance to rubric.

Grade Test

Additional Information

Academic Credit:

There is no academic credit associated with this course.

State License:

This course does not lead to a state license.

Instructional Strategies

This course is taught with the use of demonstrations of skills and hands on practice of all techniques. Students are continuously assessed by faculty as he or she performs each skill.

Assessment:

Students are assessed in this course with a written exam of material presented in class and textbook. In addition, student's practical application of skills learned are assessed using a rubric. The rubric is attached to indicate the conditions required in order to pass. All tests must be completed with a score of 70% or better.

GRADING

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing	0 - 59%	0

STUDIO MAKE-UP

35 Clock Hours (1 week)

Prerequisite:

Successful completion of the MUD Beauty Essentials Class

Valid Cosmetology or Esthetician License

Course Outline: Studio Make-up (35 hours)

Objective: In this course, students are exposed to film and television production and the make-up required for today's demanding sets. Students will learn how to work with high-definition cameras and learn what is required of the make-up. We will also be focusing on the no-make-up look.

High-Definition Unit

Session: #1

Orientation

Lesson A: Television Make-up

Students Practice: Hi-Def make-up application

Session: #2

Students Practice: Hi-Def make-up application Critique Hi-Def make-up application

Session: #3

Students Practice: Hi-Def make-up application Critique Hi-Def make-up application

Session: #4

Students Practice: Hi-Def make-up application Critique Hi-Def make-up application

Film Unit

Session: #1

Lesson A: Film Make-up

Students Practice: Film make-up application

Session: #2

Students Practice: Film make-up application Critique Film make-up application

Session: #3

Students Practice: Film make-up application Critique Film make-up application

Session: #4

Students Practice: Film make-up application Critique Film make-up application

Session: #5

Students Practice: Film make-up application Critique Film make-up application

Film and TV Assessment

Session: #1

Film and TV Exam: Complete Beauty Make-up Grade Test

Additional Information

Academic Credit:

There is no academic credit associated with this course.

State License:

This course does not lead to a state license.

Instructional Strategies

This course is taught with the use of demonstrations of skills and hands on practice of all techniques. Students are continuously assessed by faculty as he or she performs each skill.

Assessment:

Students are assessed in this course with a written exam of material presented in class and textbook. In addition, student's practical application of skills learned are assessed using a rubric. The rubric is attached to indicate the conditions required in order to pass. All tests must be completed with a score of 70% or better.

GRADING

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing	0 - 59%	0

HIGH FASHION MAKE-UP TRENDS

35 Clock Hours (1 week)

Prerequisite:

Successful completion of the MUD Beauty Essentials Class
Valid Cosmetology or Esthetician License

Course Outline: High Fashion Make-Up Trends (35 hours)

Objective: Learn the techniques employed by professional make-up artists working on advertising and editorial. In this course, students will learn how to work on set and create make-ups that can be used in fashion or editorial and how to work with a professional photographer to create imagery that stands out from the rest. Students will also develop their eye for make-up and learn what to look out for in their own pictures.

Agenda:

Print Unit

Session: #1

Orientation

Lesson A: Make-up for photography

Students Practice: Make-up for photography application

Session: #2

Students Practice: Make-up for photography application

Critique Make-up for photography application

Session: #3

Lesson B: Working in the Studio

Photo Shoot

Photo Shoot Review

Session: #4

Photo Shoot

Photo Shoot Review

Session: #5

Lesson C: Photography Review

Fashion Unit

Session: #1

Lesson A: Fashion Make-up

Students Practice: Fashion make-up

Session: #2

Photo Shoot

Photo Shoot Review

Session: #3

Photo Shoot

Photo Shoot Review

Session: #4

Lesson B: Photography Review

Session: #5

Fashion Photography Exam: Complete Beauty Make-up

Grade Test

Additional Information

Academic Credit:

There is no academic credit associated with this course.

State License:

This course does not lead to a state license.

Instructional Strategies

This course is taught with the use of demonstrations of skills and hands on practice of all techniques. Students are continuously assessed by faculty as he or she performs each skill.

Assessment:

Students are assessed in this course with a written exam of material presented in class and textbook. In addition, student's practical application of skills learned are assessed using a rubric. The rubric is attached to indicate the conditions required in order to pass. All tests must be completed with a score of 70% or better.

GRADING

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing	0- 59%	0