



# **STUDENT CATALOG**

**2020 to 2021**

**Location of Institution and Instruction:**

**1011 Mason St, Vacaville, CA 95688**

**(707) 761-2578**

**This catalog is effective: February 01, 2020 to February 01, 2021  
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## Table of Contents

<b>WELCOME MESSAGE FROM SCHOOL OWNER.....</b>	<b>5</b>
<b>ABOUT DIVINA COSMETOLOGY &amp; BARBERING ACADEMY (DCBA)</b>	<b>6</b>
Mission Statement, Purpose and Objective.....	6
<b>AREA OF STUDY AND CLASS SCHEDULE.....</b>	<b>7</b>
<b>CAREER OPPORTUNITIES.....</b>	<b>8</b>
<b>OWNERSHIP STATEMENT.....</b>	<b>9</b>
<b>APPROVAL DISCLOSURE STATEMENT.....</b>	<b>10</b>
Non-Accreditation, Licenses and Approval.....	10
<b>QUESTIONS REGARDING THIS CATALOG.....</b>	<b>11</b>
Bankruptcy Statement.....	11
Complaint (Grievances) Procedure.....	11
<b>FACULTY AND QUALIFICATIONS.....</b>	<b>13</b>
<b>EDUCATIONAL PROGRAMS OFFERED.....</b>	<b>15</b>
Cosmetology Course Curriculum.....	15
<b>Cosmetology Course Outline.....</b>	<b>17</b>
Cosmetology Subjects.....	17
Barbering Course Curriculum.....	19
<b>Barbering Course Outline.....</b>	<b>21</b>
Barbering Subjects.....	21
<b>PROGRAM COSTS.....</b>	<b>23</b>
Tuition Fees and Expenses.....	23
<b>PROGRAM CALENDAR.....</b>	<b>24</b>
DCBA’s Code of Ethics.....	24
What We Ask of Our Students.....	24
Administration Business Hours.....	24
Student Loans.....	24
Financial Aid.....	25
Student Orientation.....	25
Language Policy.....	25
Library Access.....	25
<b>FACILITY AND EQUIPMENT.....</b>	<b>26</b>
<b>ADMISSION POLICY.....</b>	<b>27</b>
Admission Requirements.....	27
Ability -to-Benefit (ATB) Policy.....	27
ATB Enrollment Criteria.....	27
English Proficiency Policy.....	27
Students from Foreign Countries.....	27
Enrollment Agreement.....	28
Registration Fee Policy.....	28
Program Charges.....	28
Notice Concerning Transferability of Credits and Credentials Earned.....	28
Transfer Student Policy.....	29

Tuition Payment Policy.....	29
Closure and/or Course Cancellation .....	30
Transcripts and Attendance Records.....	30
Equipment Returns.....	30
Student Tuition Recovery Fund (STRF).....	31
STRF Assessment.....	32
Access to Files and Retention of Files.....	32
<b>POLICIES AND STANDARDS.....</b>	<b>33</b>
Attendance.....	33
Satisfactory Progress Policy.....	33
Academic Progress Policy.....	33
Attendance Progress/Course Completion Lengths.....	33
Absences.....	34
Tardiness.....	34
Make-Up Days/Exams.....	34
Time Clock Policy.....	35
Applied Effort In Theory Class.....	35
Applied Effort in Demonstration Class.....	35
Applied Effort on Clinic Floor.....	35
Evaluation Policy.....	35
<b>CANCELLATION, WITHDRAWALS &amp; REFUND POLICY.....</b>	<b>36</b>
Student's Right to Cancel.....	36
Re-Enrollment.....	36
Withdrawal from the Program and Refunds.....	37
Unofficial Withdrawals.....	38
Leave of Absence Policy.....	38
<b>RIGHTS AND RESPONSIBILITIES.....</b>	<b>40</b>
<b>STANDARDS OF CONDUCT/RULES &amp; REGULATIONS.....</b>	<b>41</b>
Student Services.....	41
Family Services.....	41
Lunch and Break Times.....	41
Smoking Policy.....	42
Cheating in Classroom.....	42
Personal Service & Supplies.....	42
Alcohol, Drugs, and Weapons Policy.....	42
Dispensary & Laboratory Room.....	42
Student's Clients.....	42
Phone Calls Policy.....	42
Uniforms.....	42
Personal Belongings & Kits.....	43
Student Duties.....	43
<b>VIOLATION OF RULES AND STANDARDS/DISCIPLINARY POLICY...</b>	<b>44</b>
Disciplinary Policy.....	44
Grounds for Termination.....	44
Warning.....	44
Probation.....	45

Appeal Procedure.....	45
Re-Establishment of Satisfactory Academic Progress.....	45
<b>GRADUATION REQUIREMENTS.....</b>	<b>47</b>
<b>LICENSING REQUIREMENTS.....</b>	<b>48</b>
License and Application Fees.....	48
Job Placement Assistance.....	48
Additional Training Policy .....	49
Maintaining Gainful Employment Rates.....	49
Student Housing Policy.....	49
<b>RECEIPT OF CATALOG SIGNATURE PAGE.....</b>	<b>50</b>
<b>STUDENT INFORMATION RELEASE SIGNATURE PAGE.....</b>	<b>50</b>

*Divina Cosmetology & Barbering Academy*  
1011 Mason St, suite 5/6  
Vacaville, California, 95687  
(707)761-2578

## **A WELCOME MESSAGE FROM OUR SCHOOL OWNER**

Dear Students,

Welcome to Divina School of Cosmetology and Barbering, (DCBA). DCBA is the Beauty School you have been looking for! We have carefully designed our diverse programs to get you ready to break into the beauty industry, ahead of the rest. Cosmetology and Barbering is a rapidly expanding industry, which needs talented and creative practitioners, male and female. Every student can achieve anything they want with the right training, support, and passion.

Thank you for choosing Divina Cosmetology & Barbering Academy to educate you in a dynamic new career.

Love yourself, love your career, love your profession.

Claudia Macias  
Sole Owner of DCBA

## **ABOUT DIVINA COSMETOLOGY & BARBERING ACADEMY**

### **Mission Statement, Purpose and Objective**

**Institution Mission:** To develop in our students the highest education of technical and professional competence.

#### **Purpose**

To create a community where students project a positive attitude, a sense of personal integrity and self-confidence, and reach their goals through hands on experience. To help all students prepare to pass the state board examination and launch them into the Cosmetology and Barbering industry.

**Objective:** Upon completion of our cosmetology and barbering courses, students will have the education, knowledge and experience that enhances their skills and employability in the industry of Cosmetology and Barbering.

## AREA OF STUDY AND CLASS SCHEDULE COVID-19 HOURS

➤ **COSMETOLOGY**

**1600 Clock Hours**

**Full Time: Not available at this time**

Tuesday - Saturday

8:00 a.m. to 4:30 p.m.

40 hours per week = 43 weeks per year

Completion date within 10 months

*Part Time:*

Tuesday – Saturday

3:00 p.m. to 7:00 p.m.

20 hours per week = 70 weeks per year

Completion date within 16 ½ months

➤ **BARBERING**

**1500 Clock Hours**

**Full Time: Not available at this time**

Tuesday – Saturday

8:00 a.m. – 4:30 p.m.

40 hours per week = 40 weeks per year

Completion date within 10 months

*Part Time*

Tuesday – Saturday

3:00 p.m. – 7:00 p.m.

20 hours per week = 75 weeks per year

Completion Date within 19 months

**\*DCBA does not offer crossover courses at this time.**

Your training will encompass three types of learning:

1. Theoretical knowledge: the foundation of your education;
2. Practical experience: the application of your knowledge;
3. Professional business-building skills: vital for your success.

## **CAREER OPPORTUNITIES**

Upon completion of the required hours of training and successfully completing the California Board of Barbering and Cosmetology Written and Practical exams a graduate may achieve the following career opportunities:

<b>COSMETOLOGY: SOC CODE # 39-5012 CIP Code: 12.0401</b>	<b>BARBERING: SOC CODE # 39-5011 CIP Code: 12.0402</b>
Manicurist	Hair Color Specialist
Hair Color Specialist	Hair Stylist
Hair Stylist	Perm Specialist
Make Up Artist	Platform Artist
Esthetician	Shop Owner/Manager
Perm Specialist	School Owner/Manager
Platform Artist	Educators
Salon managers/owners	
Educators	

### **GOALS AND EDUCATIONAL OBJECTIVES**

It is our purpose to:

- Produce skilled and knowledgeable professionals who are prepared with the necessary fundamentals to enter the Cosmetology and Barbering industries.
- Create the finest learning environment possible by emphasizing personal progress, individualized attention, and progressive teaching methods.
- Support each student in achieving his or her own professional aspirations.
- Prepare our graduates to become employed in the business for which they have been trained.
- Respond to the request of the industry for specific training needs and education programs. To evaluate and revise our educational programs when necessary for the benefit of our students.
- Prepare our successful graduates to function at an entry level in the fields of Cosmetology, and Barbering in the positions mentioned above. Through the benefit of practice and experience they may progress to become Salon Managers, Salon Owners, Cosmetology/Barbering Educators, School Directors or School Owners.



## **OWNERSHIP STATEMENT**

Claudia Macias is the sole proprietor of Divina Cosmetology and Barbering Academy and serves as the:

- Chief Academic Officer
- Chief Executive Officer
- Chief Operating Officer

### **LOCATION OF FACILITY AND INSTRUCTION**

Divina Cosmetology & Barbering Academy has one facility location: **1011** Mason st suite 5, Vacaville, CA 95688

DCBA does not offer distance education.

The campus utilizes approximately 3,300 square feet on ground level. The premises contain the following: front desk, 1 classrooms, 1 restrooms, laboratory & dispensary room, pedicure and manicure area, 16 cosmetology work area, 6 barber work area, a facial and waxing room, a make-up area, library, business office and all equipment and educational supplies. All classes are taught in English only, we do not offer any other language of study at this time.

**Prospective enrollees** are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel before enrolling, attending class or signing Enrollment Agreements.

## **APPROVAL DISCLOSURE STATEMENT**

**Divina Cosmetology & Barbering Academy** is a private for-profit institution and is currently pending approval from the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94915. The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau, nor does this approval to operate indicate that the institution exceeds minimum state standards. Institutional approval must be re-approved every five years and is subject to continuing review.

### **NON-ACCREDITATION, LICENSES AND APPROVAL**

#### **DCBA is a Non-Accredited Institution**

DCBA is a new institution that has not yet attained accreditation by an accrediting agency recognized by the United States Department of Education. However, the following are agencies, which set minimum standards for our program of studies in accordance with their individual requirements:

#### **DCBA is Licensed By: The State of California, Department of Consumer Affairs**

Board of Barbering and Cosmetology  
2420 Del Paso Road, Suite 100  
Sacramento, California 95834

#### **DCBA is Approved by: The Bureau for Private Postsecondary Education**

2535 Capital Oaks Dr, Suite 400, Sacramento, CA 95833  
P.O. Box 980818, West Sacramento, CA 95798-0818  
Phone: (916)431-6959  
Fax (916)263-1897  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

The Bureau exists to promote and protect the interests of students and consumers: (i) through the effective and efficient oversight of California's private postsecondary educational institutions, (ii) through the promotion of competition that rewards educational quality and employment outcomes, (iii) through proactively combating unlicensed activity, and (iv) by resolving student complaints in a manner that benefits both the complaining student and future students.

## **QUESTIONS REGARDING THIS CATALOG**

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. These documents will assist the student to make a more educated selection of the programs of study offered by this institution. The Institutional Catalog and Disclosures are updated annually, with the dates covered by the documents stated on the cover page.

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  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
P.O. Box 980818, West Sacramento, California 95798-0818

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Phone (916) 431-6959, (888) 370-7589

Fax: (916) 263-1897

### **BANCKRUPTCY STATEMENT**

Divina Cosmetology & Barbering Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the proceeding five years nor has a petition in bankruptcy filed against it in the proceeding five years that would have resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

### **COMPLAINT (GRIEVANCE) PROCEDURE**

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

Any student who has a serious complaint concerning a course, an instructor or staff member is invited and encouraged to discuss the problem with the Instructor or staff member. However, if after a discussion the student still feels dissatisfied, they have the right to move the complaint to the college Director. The complaint must be in writing and should outline the allegation or nature of the complaint; and filed on the official complaint form located in the Registrar Office. The complainant will be notified within 14 calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.

DCBA will make every attempt to resolve any student complaint that is not frivolous or without merit. The complaint procedure will be included in new student orientation, thereby assuring that all students know the steps to follow should they desire to register a complaint. Evidence of final resolution of all complaints will be retained in the DCBA files in order to determine the frequency, nature and patterns of complaints. The information will be used in evaluation of institutional effectiveness and outcomes. If the

complainant wishes to pursue the matter further they may contact the school's California regulatory agency:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION:**

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95795-0818

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

Phone Number: (916) 431-6959

Toll Free: (888) 370-7589

Fax Number: (916) 263-1897

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## FACULTY & QUALIFICATIONS

### **The Instructors:**

The Instructional Staff are professional individuals carefully selected for their ability to convey information, knowledge of the craft, and professionalism to each student. Although our staff is trained in a certain method and follow lesson plans, you, as the student, are the most important Instructor in your education. The staff will teach and train you, but you must concentrate on developing physical skills and development mental acuteness to see balance and form. This skill is developed though consistency to obtain further knowledge, continuous implementation, observation of class demonstrations, repetition and critiquing of skills. Physical skills and mental acuteness are achieved only through continuous practice. Only you can help yourself achieve this by engaging in daily assignments, and developing good study/work ethics. The staff is here to help you achieve your goals.

**Claudia Macias**-*School Director and Licensed Cosmetologist* with over 15 years of experience as a practicing cosmetologist. After receiving her cosmetology license, she opened her first salon. The salon was successful for several years. In 2012 she opened Divina Hair Studio and has years of success and continues to produce professionals with a passion in hair coloring, bridal and hair cutting as a reflection of Lynda. Licensed Cosmetologist #KK436635.

**Rosa Macias** - *Assistant Director, COO, Financial Officer, Salon Coordinator, Administrator*, Rosa is a professional role model for every student and client. As the Institution Director, she will administer the daily operations of the institution as well as coordinate all institution activities and marketing.

**Rose Rivera** - *Assistant/Director of Cosmetology*, Rose has over 11 years of experience in the beauty industry. She brings managerial experience to the table and professionalism in instruction. Rose has experience training students in hair cutting, hair color, perms, hi-lites, styling and waxing. Rose's mission is to give exceptional education to all students. Her purpose is to help each student reach their goals through hands on experience and aid students in preparation to pass the state board examination and launch them into the beauty industry. Licensed Cosmetologist No.KK531829

**Paul Pratt** - *Barber Instructor/Director of Barbering.*, Paul has been employed at Divina Hair Studio for 4 years but has been a licensed barber for over 10 years. As an Instructor of Barbering, Paul's purpose is to have all his students receive sufficient instruction and training. He is well talented in demonstrating designs on mannequins and on clients' heads, performing chemical treatments on hair, and methods of achieving proper sanitation of barbershop tools and equipment care..  
License Barber No.: B87267

**Eddie Nario, Cosmetology Instructor**

*Eddie Nario has over 20 years of experience in Cosmetology, He loves everything of the beauty industry. Eddie is great in Flat tops, Fades, Perms, and Hairstyling.*

No.:KK302324

**Margarito Ibarra, Barbering Instructor**

Mr. Ibarra has over 20 years of experience in the barbering industry. He is passionate about conveying his knowledge and experience to all his students. He is energized, and ready to teach his students to prepare them for the beauty industry. Barbering License

No.: B72776.

## **EDUCATIONAL PROGRAMS OFFERED**

### **COURSE CURRICULUM**

#### **COSMETOLOGY - 1,600 Clock Hours**

### **COURSE DESCRIPTION**

The **COSMETOLOGY** course of study consists of 1600 clocked hours covering all phases of Cosmetology, Skin Care, Manicuring and Pedicuring as mandated by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. A **Cosmetologist** provides personal services to their clientele relating to the care and beautification of the Hair, Skin and Nails. A Cosmetologist must develop an attractive appearance, pleasant personality and observe professional ethics.

### **COURSE FORMAT**

The curriculum for students enrolled in a **COSMETOLOGY** course shall consist of 1,600 clock hours of technical instruction and practical operations as mandated by the State of California Department of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Practical training shall mean the time it takes to perform a practical operation.

### **INSTRUCTIONAL METHOD**

Your education at Divina Cosmetology and Barbering is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### **GRADING PROCEDURES**

To successfully prepare for a career in Cosmetology, students must learn both the theory of their profession and the required practical skills. The qualitative element used to determine progress is a reasonable system of grades similar to those the student will have experienced in grammar and high school. Grades are determined according to the students ability to satisfactory demonstrates that the objectives of the class at hand have been accomplished. Examinations of student progress are performed at regular intervals and at specific levels of achievement. Examinations will test student progress on Theory (written exams) and Practical (hands on) Skills. Instructors shall have the final say regarding the grade applied. At each interval, students will be assigned a composite grade based on an average of scores on the two tests. In addition, the student will have a

cumulative grade based on the average of grades to the defined evaluation periods for each individual course. (See Determination of Progress) Students must achieve a minimum cumulative score of 70% at the evaluation points midway through their course and upon graduation. Student's work will be graded based upon the following scale:

A	=	90% to 100%	Excellent
B	=	80% to 89%	Good
C	=	70% to 79%	Satisfactory
D	=	60% to 69%	Not Satisfactory
F	=	0% to 59%	Failing

### **EDUCATIONAL OBJECTIVES**

The objective of the **COSMETOLOGY** program is to train students in the basic skills needed to meet the competencies for the examination required by the State of California Department of Barbering and Cosmetology. Passing the exam is a requisite in order to obtain a Cosmetology License, which is a requirement to operate as a Cosmetologist in the state of California. Upon passing their examination and receiving their license, students are qualified for entry-level employment in California in this industry.

#### **Performance Objective:**

1. Acquire knowledge of laws and rules regulating the established California Cosmetology practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of Hair, Skin, and Nails.
3. Acquire knowledge of general Theory relative to Cosmetology including Anatomy, Physiology, Chemistry, and Biology.
4. Acquire business management techniques common to Cosmetology.

#### **Skills to Be Acquired:**

1. Learn the proper use of implements relative to all Cosmetology services.
2. Acquire the knowledge of analyzing the Scalp, Face, and Hands before all services are done, to determine any disorders.
3. Learn the procedures and terminology used in performing all Cosmetology services.
4. Learn the application of daytime and evening make-up to include the application of false Eyelashes.
5. Learn the proper procedure of Manicuring to include Water and Oil Manicure and Pedicure.
6. Learn the application of Brush-on Nails, Nail Wraps, and Nail Tips.

#### **Attitudes and Appreciations To Be Developed:**

1. Pursue good workmanship common to Cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Develop interpersonal skills in dealing with clients and colleagues.



**Course Contents:**

The curriculum for the Cosmetology course consists of 1600 clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Technical and practical training shall include the following hours and/or operations:

**COSMETOLOGY COURSE OUTLINE**

	<b>Subject</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operations</b>
	<b>Hairdressing- technical &amp; practical training</b>		
<b>1</b>	<b>Hairstyling</b> -hair analysis, finger waving, pin curling, comb outs, straightening, waving curling with hot coombs and hot curling irons and blower styling	<b>100</b>	<b>240</b>
<b>2</b>	<b>Permanent Waving/straightening</b> -hair analysis, acid and alkaline permanent waving, chemical straightening including sodium hydroxide and other base solutions	<b>100</b>	<b>150</b>
<b>3</b>	<b>Hair Coloring and Bleaching</b> -use of semi-permanent, demi-permanent and temporary color, PD and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights and use of dye removers	<b>60</b>	<b>120</b>
<b>4</b>	<b>Hair Cutting</b> - use of scissors, razor (shaper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting	<b>120</b>	<b>100</b>
<b>5</b>	<b>Law &amp; Regulations-BBC Act and BBC rules and regulations</b>	<b>25</b>	
<b>6</b>	<b>Health &amp; Safety Considerations</b> – training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis	<b>120</b>	
<b>7</b>	<b>Disinfection &amp; Sanitation</b> -proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments	<b>50</b>	<b>20</b>
	<b>Esthetics- Training</b>		
<b>8</b>	<b>Manual, Electrical and Chemical Facials</b>	<b>80</b>	<b>60</b>

	(A) Manual Facials including cleansing, scientific manipulations, packs, and masks.		
	(B) Electrical Facials, including the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes.		
	(C) Chemical Facials, including chemical skin peels, packs, masks and scrubs.		
<b>9</b>	<b>Eye Brow Beautification and Make-up</b>	<b>30</b>	<b>30</b>
	(A) Eye Brow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.		
	(B) Makeup, including, but not limited to, the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting.		
	<b>Manicuring and Pedicuring-Technical Instruction and Practical Training</b>		
<b>10</b>	Manicuring and Pedicuring, including, but are not limited to: water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	<b>25</b>	<b>25</b>
<b>11</b>	Artificial Nails and Wraps, including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs	<b>25</b>	<b>120</b>
	<b>DCBA shall also provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards</b>	<b>Taught throughout the course</b>	<b>Taught throughout the course</b>

## **BARBERING COURSE CURRICULUM**

### **BARBERING 1500 Hours**

#### **COURSE DESCRIPTION:**

The **BARBERING** course of study consists of 1500 clocked hours covering teaching techniques in all phases of BARBERING as mandated by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Instruction will cover the art and science of barbering from techniques in hair, skin care and shaving to business skills, and health. A Barber must develop an attractive appearance, pleasant personality and observe professional ethics.

#### **COURSE FORMAT:**

The curriculum for students enrolled in a **BARBERING COURSE** shall consist of 1500 clock hours of technical instruction as mandated by the State of California Department of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

#### **INSTRUCTIONAL METHOD**

Your education at the DCBA is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

#### **GRADING PROCEDURES**

To successfully prepare for a career as a Barber, students must learn both the theory of their profession and the required practical skills. The qualitative element used to determine progress is a reasonable system of grades similar to those the student will have experienced in grammar and high school. Grades are determined according to the students' ability to satisfactorily demonstrate that the objectives of the class at hand have been accomplished. Examinations of student progress are performed at regular intervals and at specific levels of achievement. Examinations will test student progress on Theory (written exams) and Practical (hands on) Skills. Instructors shall have the final say regarding the grade applied. At each interval, students will be assigned a composite grade based on an average of scores on the two tests. In addition, the student will have a cumulative grade based on the average of grades to the defined evaluation periods for each individual course. (See Determination of Progress) Students must achieve a minimum cumulative score of 70% at the evaluation points midway through their course and upon graduation. Student's work will be graded based upon the following scale:

A	=	90% to 100%	Excellent
B	=	80% to 89%	Good
C	=	70% to 79%	Satisfactory
D	=	60% to 69%	Not Satisfactory
F	=	0% to 59%	Failing

### **EDUCATIONAL OBJECTIVES:**

The objective of the **BARBERING** program is to train students in the basic skills needed to meet the competencies for the examination required by the State of California Department of Barbering and Cosmetology. Passing the exam is a requisite in order to obtain a Barbering License, which is a requirement to operate as a Barber in the state of California. Upon passing their examination and receiving their license, students are qualified for entry-level employment in California in this industry.

### **Performance Objective:**

1. Acquire knowledge of laws and rules regulating the established California Barbering practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of Hair, Beard and Skin.
3. Acquire knowledge of general Theory relative to Barbering, including Anatomy, Physiology, Chemistry, and Biology.
4. Acquire business management techniques common to Barbering.

### **Skills to Be Acquired:**

1. Learn the proper use of implements relative to all Barbering services.
2. Acquire the knowledge of analyzing the Scalp, Face, and Hair before all services are done, to determine any disorders.
3. Learn the procedures and terminology used in performing all Barbering services.
4. Learn the proper procedure of Barbering to include the following practices:
  - a. Shaving or trimming the beard or cutting the hair.
  - b. Giving facial and scalp massages or treatments with oils, creams, lotions, or other preparations either by hand or mechanical appliances.
  - c. Singeing, shampooing, arranging, dressing, curling, waving, chemical waving, hair relaxing, or dyeing the hair or applying hair tonics.
  - d. Applying cosmetic preparations, antiseptics, powders, oils, clays, or lotions to scalp, face, or neck.
  - e. Hairstyling of all textures of hair by standard methods that are current at the time of the hairstyling.

### **Attitudes and Appreciations To Be Developed:**

1. Pursue good workmanship common to Barbering.
2. Possess a positive attitude towards the public and fellow workers.

3. Appreciate honesty and integrity.
4. Develop interpersonal skills in dealing with clients and colleagues.

**Course Contents:**

The curriculum for the Barbering course consists of 1500 clock hours of technical instruction and practical operations covering all practices constituting the art of Barbering pursuant to section 7316 of the Barbering and Cosmetology Act. 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. Such technical instruction and practical operations shall include:

**BARBERING COURSE OUTLINE**

	<b>Subject</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operations</b>
	<b>Hairdressing-1100 hours of Technical &amp; Practical Training</b>		
<b>1</b>	<b>Hairstyling</b> -hair analysis, shampooing finger waving, pin curling, comb outs, straightening, waving curling with hot coombs and hot curling irons and blower styling	65	240
<b>2</b>	<b>Permanent Waving</b> -hair analysis, acid and alkaline permanent waving, chemical straightening including sodium hydroxide and other base solutions	40	105
<b>3</b>	<b>Hair Coloring and Bleaching</b> -use of semi-permanent, demi-permanent and temporary color, PD and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights and use of dye removers	60	50
<b>4</b>	<b>Hair Cutting</b> -use of scissors, razor (shaper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting	20	80
	<b>Shaving-200 hours of technical &amp; practical training</b>		
<b>3</b>	<b>Preparation and performance</b> -preparing hair for shaving, assessing the condition of the clients skin, performing shaving techniques, applying after- shave antiseptic following facial services, massaging the clients face, rolling cream massages	100	40
	<b>Health &amp; Safety-200 Hours of technical instruction</b>		

4	<b>Law &amp; Regulations-BBC Act and BBC rules and regulations</b>	40	
5	<b>Health &amp; Safety Considerations</b> –training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis	40	
6	<b>Disinfection &amp; Sanitation</b> -proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments	20	40
7	<b>Anatomy &amp; Physiology</b> -human anatomy, human physiology	15	
	<b>CAL CBC shall provide also training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards</b>	<b>Taught throughout the course</b>	<b>Taught throughout the course</b>

## **PROGRAM COSTS**

### **TUITION FEES AND EXPENSES**

Program total and estimated charges.

Tuition Fees and Expenses are charged on a pro-rata basis minus the registration fee. For instance if a student has completed 400 hours of a 1,600 hour program they will be liable for 25% of the total cost after deducting \$100 for the non-refundable registration fee.

### **COSMETOLOGY 1600 Clock hours**

#### **Tuition is 50% Discount due to COVID-19**

Regular Tuition (Tuition rate @ \$12.375 p/hr)	\$19,800.00
Registration Fee (non-refundable)	150.00
Books	200.00
Kit Supplies	680.00
Uniform Fees	30.00
STRF Fees (non-refundable)	0.00
<b>TOTAL COSTS</b>	<b>\$20,860.00</b>

### **BARBERING 1500 Clock hours**

#### **Tuition is 50% Discount due to COVID-19**

Regular Tuition (Tuition rate @ \$12.375 p/hr)	\$18,562.50
Registration Fee (non-refundable)	150.00
Books	200.00
Kit Supplies	680.00
Uniform	30.00
STRF Fees (non-refundable)	0.00
<b>TOTAL COSTS</b>	<b>\$19,622.50</b>

## PROGRAM CALENDAR

Any person may enroll at any day, from Tuesday to Saturday.  
Classes start on a regular scheduled basis, for actual start dates contact any faculty of the Academy.

**The following Holidays will be observed for 2018. In addition, other times may be announced.**

- |                             |                                  |          |
|-----------------------------|----------------------------------|----------|
| • President's Day           | (February 15 <sup>th</sup> )     | Monday   |
| • July 4 <sup>th</sup> week | (4 <sup>th</sup> of July week)   | Sunday   |
| • Veteran's Day             | (November 11 <sup>th</sup> )     | Thursday |
| • Thanksgiving Day          | (4 <sup>th</sup> wk of November) | Thursday |
| • Christmas Day             | (Dec 25 <sup>th</sup> )          | Saturday |
| • New Years Day             | (Jan 1 <sup>st</sup> )           | Saturday |

### **DCBA'S CODE OF ETHICS**

It is the intention of DCBA to abide by the rules and regulations established by the Bureau for Private Postsecondary Education and the State of California, Department of Consumer Affairs – Board of Barbering and Cosmetology. DCBA will maintain positive relationships with its students, clients and guests extending them courtesy and respect. Above all, DCBA will produce graduates who will be an asset to the Cosmetology and Barbering industries.

### **WHAT WE ASK OF OUR STUDENTS**

As a team of successful professionals we believe that a high degree of attendance is the largest contributing factor to achievement in our School as well as maintaining gainful employment in the industry. Therefore, we maintain strict attendance standards that reflect employment expectations. Prospective Students who apply for admission, meet our enrollment criteria, and are accepted for registration, need only to complete the enrollment process. After enrollment, students must demonstrate **Satisfactory Progress** as established by school policy. Satisfactory Progress is defined as earning minimum academic and practical grades as well as satisfying minimum attendance standards of the school. (See the section, regarding Satisfactory Progress, for minimum standards.) Prior to Enrollment, it is important for all prospective students to understand and prepare for the expectations of progress that will be expected of them while enrolled in our school.

### **ADMINISTRATION BUSINESS HOURS**

The School Administrative offices are open for business Monday through Friday from 10:00 am to 5:00 pm or by appointment. For issues related to admissions, academics, accounting and placement, please make an appointment or visit the offices within their business hours. The administrative office may be reached at (707) 451-7656.

### **STUDENT LOANS**

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



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

For more information regarding student and parent loans, please refer to the US Department of Education publication, "Funding Education Beyond High School" at [www.edpubs.gov](http://www.edpubs.gov), or visit the website at [www.studentloans.gov](http://www.studentloans.gov).

### **FINANCIAL AID**

Divina Cosmetology & Barbering Academy **does not** currently offer, provide or participate in any federal or state financial assistance program. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

### **STUDENT ORIENTATION**

All prospective students must come to an orientation on the start date, where they will be introduced to the other students, the instructors, and the campus. Students will go over their course kit and topics such as school rules, regulations, professional and personal development, professional ethics, credits, exams, grading, attendance, theory classes, floor operations will be discussed and other questions students may have will be answered.

### **LANGUAGE POLICY**

All courses offered by DCBA are taught only in English. The institution does not provide English as a second language (ESL) course. The institution does not provide translators.

Students must show English language proficiency to enroll at DCBA. A high school diploma or GED from a school in the United States will qualify the student or a passing score on the Ability-to-Benefit test will be acceptable in showing English language proficiency.

### **LIBRARY ACCESS**

The DCBA library is open at all hours the school is open and contains DVD's, books, and a collection of color swatches books. Audio/videos and DVD's are available to support the course of study of all students.

## **FACILITY AND EQUIPMENT**

### **Work area description (3700 Square Foot)**

Divina Cosmetology & Barber Academy is Spacious and up-dated. The facility includes twenty (22) work stations; each work station is in conjunction with a beauty station area with mirror and a hydraulic chair, a reception desk for the use of booking clients, and a waiting area, hairdryers for clients, and shampoo bowls, and a drinking fountain and a sink with hot and cold running water.

### **Foot and Hand Spot**

Four (4) Pedicure chairs and stools, (6) manicure tables and chairs for students use.

We have a freshman theory classroom with (4) tables with chairs, and a 6/ 4 foot long white board, an advance theory area, and twenty (20) chairs with desk.

### **Esthetician and waxing room (facial equipment)**

Two (2) wax warmer, Two (2) hot towel warmer, One hundred (100) white facial towels, one (1) daylight slim lined magnifying lamp, one (1) facial steamer with adjustable arm, one (1) ayc Keller UV sterilizer, Three (3) basic facial bed with stool, Four (4) trolies carts.

### **Lab/Chemical Room.**

1. Colors and generator
2. Tint brushes, tint bowls, gloves, color swatch books, towels, for pedicures and manicures products, and all the electric tools, curling iron, flat iron, electric comb/stove, roller set, perm rods, and many more hot tools for clients use.
3. Hair accessories for hair styles, and updo's.
4. Nail polish, polish removal, disposable flip flops for clients and all kinds of accessories.
5. 2 none electric stove with none electric iron and curling iron, 6 different sizes.

### **Library for students in a classroom.**

The library contains DVD's, books, and a collection of color swatches books, the swatches color books brands are CHI, Rusk, and Paul Mitchell. The books we have available are for up-do's and haircutting. Audio/videos and DVD's are available to support the course of study of all the students. Every student shall be responsible for their own career needs.

Health and Safety student exam booklet, for all students.

## **ADMISSION POLICY**

### **ADMISSION REQUIREMENTS**

DCBA accepts as regular students, individuals who are:

- 17 years of age. Applicants must provide a copy of their High School Diploma, or GED.
- As Proof of Education, applicants may also provide a two-year college transcript or a four-year college diploma/degree or transcript.
- Proof of Age: Applicants must be 17 years of age and provide a copy of a valid Driver's License, valid Identification Card or Birth Certificate. Students must be 17 years of age or older at the time they apply for the California State Barbering and Cosmetology Board Licensing Exam.
- If otherwise qualified students do not have a high school diploma or GED, DCBA will accept prospective students who also have a minimum 10<sup>th</sup> grade education and have the Ability To Benefit (ATB) from Divina Cosmetology & Barbering Academy. The ability to benefit from the training must be demonstrated by taking an ATB test and pass with a score of no less than 97.

### **ABILITY-TO-BENEFIT (ATB) POLICY**

An ATB student is defined as a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate. The ATB test is designed to help career educators identify and enroll students who lack a high school diploma but possess the basic skills needed to benefit from post-secondary education.

### **ATB ENROLLMENT CRITERIA**

Prospective students enrolling as ATB students must pass Divina Cosmetology & Barbering Academy's approved CELSA ATB exam with a score of no less than 97.

The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions.

### **ENGLISH PROFICIENCY POLICY**

Students must show English language proficiency. A high school diploma from an English-Speaking Institution, or a passing score on the Ability-to-Benefit test of no less than 97, will be acceptable in showing English language proficiency.

### **STUDENTS FROM FOREIGN COUNTRIES**

If you are at least 18 years of age, and have completed high school or its equivalent in your country of origin, you must:

1. Have your high school transcript/diploma translated and evaluated by an independent agency to ensure that it is equivalent to United States high school diploma;

2. visit the school and meet with the admissions personnel;
3. provide a valid Social Security card or Individual Taxpayer Identification Number; and
4. Provide a driver's license or a government-issued photo identification card.

**PLEASE NOTE:** DCBA does not provide visa services.

### **ENROLLMENT AGREEMENT**

Upon acceptance and before entering classes, the applicant must submit and enrollment agreement. Prospective students under the age of 18 must have a parent or guardian sign the agreement. This agreement details the prospective students' and the school's obligations.

### **REGISTRATION FEE POLICY**

A non-refundable registration fee of \$150.00 will be charged in addition to the Tuition charged. If a student is not accepted or cancels before the start of classes or seven calendar days, of signing the Enrollment Agreement, whichever is later, any advanced tuition paid will be refunded.

### **PROGRAM CHANGES**

Students are encouraged to choose their course of study carefully. Program changes will be permitted only for students who have a valid reason for such a request. Students must attend all classes in which they originally enrolled until the requested change is officially authorized. Such requests will only be authorized by the Director. Students who are permitted to change programs will be charged appropriate withdrawal and re-registration fees subsequent to their request.

Students will be expected to attend the schedule agreed upon in the Enrollment process. However, should a student find it necessary to reduce their hours of attendance (Full Time to Half Time) they must make an appointment with the Admissions Office immediately; prior to beginning the new schedule. A calculation will be made as to how many hours are left for the student's completion. The student will then be allowed the exact number of weeks required for course completion at their new schedule.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT DCBA**

The transferability of credits you earn at Divina Cosmetology & Barbering Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate of completion earned in the Cosmetology and Barbering programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate of completion that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending Divina Cosmetology & Barbering Academy to determine if your certificate of completion will transfer.

## **TRANSFER STUDENTS POLICY**

DCBA also accepts transfer students. A transfer student will be enrolled for the full contracted hours of their program of choice. The transfer student will receive credit for previous training from a qualified cosmetology and/or barbering school with proper documentation (official transcript and/or withdrawal forms showing proof of hours, services and tests and after being evaluated in both theoretical and practical abilities by an Instructor.) The contracted program will then be modified proportionately and the contracted hours and education costs adjusted on the student's tuition account. The acceptance of any and/or all of the transferring hours and services is at the discretion of the academy. Students will be charged the hourly rate of Tuition for the total amount of hours required for course completion and a Registration fee of \$150.00.

DCBA does not recruit students already attending or admitted to another school offering a similar course of study. However, the academy will accept any transfer students moving into our area or who wish to transfer to our academy from other beauty schools in our area. DCBA has not entered into an articulation or transfer agreement with any other school. DCBA does not accept any experiential hours (hours received through experience working in the field).

## **TUITION PAYMENT POLICY**

Tuition for four (4) months of advanced payment shall be due and payable on the first day of instruction. All payment arrangements will be made at the time of Enrollment. Payments may be made by cash, credit card, money order, or check. Tuition payment advising services will be provided to each student prior to Enrollment. Payment plans are available and offered to students on an individual basis.

All tuition payments are due by the 5th of each month. Students making monthly payments will be charged a \$25.00 late fee for each past due payment not made within 10 days after the due date. There will be a \$30.00 charge for any checks returned for non-sufficient funds.

Any student who has failed to make a payment may be subject to suspension from DCBA, at the discretion of the administration. The student must make a payment or contact the administration to make payment arrangements in writing to be allowed back at school. Students who leave the school owing a balance must contact the business office within 7 business days of their departure to make payment arrangements for the debt owed to the school. The student's Transcripts will not be released until their financial obligation has been fulfilled.

The Administrative Office will work with the student to arrange a monthly payment plan to resolve an account balance. It is important for anyone owing a balance to keep the administrative Office informed of any change in address, telephone number, etc. If there is no response from the former student after 90 days, the school may find it necessary to send the unpaid fees to a collection agency for collection. If an account is assigned to an outside collection agency, the student loses the opportunity to deal with the school directly. The student will be responsible to pay any reasonable collection fees and/or

legal fees associated with said collection of the amount owed to DCBA. Also, once assigned to an outside collection agency, the account will be reported to a National credit bureau as a past due debt. Once an account has been assigned to a collection agency, the former student must deal directly with that agency.

### **CLOSURE AND/OR COURSE CANCELLATION POLICY**

In the event the School closes for any reason, a school closure plan must offer the student a reasonable opportunity to promptly resume and complete the canceled program(s) or similar program at an institution, which offers similar educational programs. As a condition of any school closure plan, a list of all currently enrolled students would be provided to the **BPPE**. The plan will indicate the arrangements made for each student to complete his or her education.

In the event of a school closure, the School may perform a teach-out in the same geographic area as this School's location. The teach-out would not cost any more than the balance of the original fees committed by you to this school under your enrollment agreement (contract), which had not been already paid for the course work completed to date.

The School will provide individual notice to all students if a teach-out is necessary and diligently advertise such availability.

If this School does not develop a teach-out plan, the students will receive a refund in accordance to a pro-rata refund of tuition.

If a course is cancelled subsequent to a student's enrollment, the school shall provide a full refund of all monies paid.

### **TRANSCRIPTS AND ATTENDANCE RECORDS**

A student seeking attendance records or transcripts to be sent to other educational institutions must submit a request in writing. Allow 30 days for the verification of attendance or the transcript to be sent. All student information retained by DCBA is confidential and cannot be released to outside parties without the written authorization of the student. Written authorization must be made for each instance of release of information. Hours and operations completed are transferable to any other Cosmetology school. However, students with an outstanding balance on their tuition account will not receive their Transcripts (Proof of Hours) until their account balance is paid in full.

### **EQUIPMENT RETURNS**

If the student obtains equipment from DCBA, and returns it in good condition within 45 days following the date of your withdrawal, Divina Cosmetology & Barbering Academy shall refund the money paid by the student.

Otherwise, if the student does not return the equipment in good condition, within 45 days, the school may offset against the refund of the documented cost to the school of the equipment.

The student shall be liable for the amount, if any, by which the documented cost of the equipment exceeds the pro-rated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount (DCBA) has charged in the contract.

The school has no responsibility for any personal property or equipment (including but not limited to; Equipment and Books) left on school premises for longer than 30 days following a withdrawal. After 30 days any unclaimed personal property will be disposed of. The school will not accept responsibility for these items.

### **STUDENT TUITION RECOVERY FUND**

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

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

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

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

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other

costs.

4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

### **STRF ASSESSMENTS**

Each qualifying institution shall collect an assessment of zero dollars (\$0) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

### **ACCESS TO FILES AND RETENTION OF FILES POLICY**

DCBA will maintain and safeguard student files in metal filing cabinets in the Director's Office. All offices are locked at all times unless an Administrative Staff member is present. Students Enrollment, Academic, Attendance records and Financial files will be maintained for a period of 5 years. After this period, all records will be destroyed in accordance with Federal and State Regulations. Files will be maintained at DCBA at its campus located at *2042 Nut Tree Road, Vacaville, California 95687*. Transcripts will be maintained permanently.

Students (or in the case of a minor student, the parent or legal guardian) may request, in writing, to view their student files by making an appointment with the Director. An appointment with the student will be made within 14 calendar days of the request. They will review their files under the Director's supervision.

The student has the opportunity to challenge such records on the grounds they are inaccurate or misleading. If the student prevails with their challenge DCBA will correct the student's file.

A student may request copies of their file. DCBA may charge a copying fee of ten cents per page for copies made. If the requested information or file must be mailed, an additional postage charge will be applied and the information will be mailed in a timely manner, not to exceed 14 days.



## **POLICIES AND STANDARDS**

### **ATTENDANCE**

The student should be aware that absences for more than 14 (fourteen) consecutive days without contacting the school can result in the student being terminated from the program. Any student who has not been in attendance for 14 calendar days will be considered to be a withdrawal student and will be terminated by the 21<sup>st</sup> calendar day. The withdrawal policy will apply.

### **SATISFACTORY PROGRESS POLICY**

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at the DCBA. Students will receive a written evaluation at the end of each month of study. At the time of monthly evaluations, students must achieve a minimum cumulative 70% average in both academic and attendance in order to achieve Satisfactory Progress.

### **ACADEMIC PROGRESS POLICY**

The following factors will be used to measure and determine academic progress:

- Theory work (test grades, workbooks, homework, etc.)
- Practical work (hands on work on mannequin, Laboratory/live models)
- Academic progress will be calculated by using the grading scale below. The result must be equal to or greater than 70% for the student to be considered to be making Satisfactory Progress.

<b>A</b>	<b>=</b>	<b>90% to 100%</b>	<b>Excellent</b>
<b>B</b>	<b>=</b>	<b>80% to 89%</b>	<b>Good</b>
<b>C</b>	<b>=</b>	<b>70% to 79%</b>	<b>Satisfactory</b>
<b>D</b>	<b>=</b>	<b>60% to 69%</b>	<b>Not Satisfactory</b>
<b>F</b>	<b>=</b>	<b>0% to 59%</b>	<b>Failing</b>

### **ATTENDANCE PROGRESS (COURSE COMPLETION LENGTHS)**

Attendance Progress is evaluated on a cumulative basis. At each evaluation point the cumulative attendance will be added to attendance from the preceding months, divided by the scheduled attendance to date, to determine if the student is in satisfactory progress (70% minimum) All schedules will be based on the Contracted Completion Date contained in your Enrollment Agreement. Students must complete the program within the maximum timeframe, in order to qualify for their diploma. Any student, who does not complete within the Maximum Timeframe, will be dismissed.

All students must complete their course within 143% of the scheduled program plus any authorized leaves of absences. Student progress toward completion of the course within the maximum time permitted will be determined by monitoring the student's weekly attendance.

Attendance Progress will be determined by dividing the student's total amount of hours attended by the number of hours that could have been completed from the student's start date (Scheduled Hours). The overall attendance must be 70% or better.

It is the student's responsibility to be punctual and maintain regular attendance.

Covid-19 hours are temporary only 20 hours per week, at this time. Hours may change.

HOURS REQUIRED	COURSE	40 Hours Per week (100%)	Maximum Timeframe 143%	30 Hours Per week (100%)	Maximum Timeframe (143%)	25 Hours Per week (100%)	Maximum Timeframe (43%)
1600	COSMETOLOGY	40 weeks	57.2 weeks	53.33 weeks	76.3 weeks	64 weeks	91.5 weeks
1500	BARBERING	37.5 weeks	53.6 weeks	50 weeks	71.5 weeks	60 weeks	85.8 weeks

## ABSENCES

All unexcused absences will be counted against the student. Students are required to call in if not attending school for the day. When calling in the student must speak with a School Officer, or a school Instructor. Every student will be given additional weeks to complete their course past the actual number of weeks, based on their attendance schedule, required for course completion.

Saturday attendance is mandatory. Students may only be excused for Saturday attendance for a work schedule, or religious beliefs. Documentation for any of these reasons must be provided to the Admissions office upon enrollment. If a student is absent or leaves early on a Saturday without a prior written request they will receive a written warning which will be placed in their file. After three written warnings, the student will be placed on a 3-day suspension. Any subsequent Saturday absences may lead to termination.

If a student is unable to attend school for the day due to illness, they must "call in" prior to the start of class and speak with a School Officer or an Instructor.

**It is the student's responsibility to be punctual and maintain regular attendance.**

## TARDINESS

All students should be in their class 5 (five) minutes prior to starting class. Students will be allowed up to 15 minutes grace period to clock-in for the day. This grace period allows the student entry to classes for that day. However, the student must begin counting time on the next ¼ hour.

## MAKE UP DAYS/EXAMS

Students will be allowed to attend a shift of which they are not scheduled by submitting a Make-Up Day request form. This form must be submitted to their instructor and approved by the director.

Students may re-take any missed test or failed test to achieve a satisfactory score. Students shall pass at 70% or higher to be eligible for completion.

**TIME CLOCK POLICY**

All students are responsible for clocking in, in the proper manner. The student must have final OUT punch for every day present.

State board requires the use of a time clock and further prohibits instructors from altering or approving manual clock entries. The law requires that students have a 30-minute break after six (6) hours of applied effort. Applied effort is necessary for every clocked hour.

**APPLIED EFFORT IN THEORY CLASS**

This includes class participation, readiness with class materials, attentive listening skills, note-taking and taking exams along with class requirements.

**APPLIED EFFORT IN DEMONSTRATION CLASS**

Visual contact without distraction, questions that apply to demonstration and immediate practice of techniques demonstrated.

**APPLIED EFFORT ON CLINIC FLOOR**

Respect for floor instructor's leadership. Quality client care with all clients. Mannequin practice when not serving a client. Recording all procedures on your Tracker Sheet. Keep accurate accounting for your time. Record all operations and required hours daily.

**EVALUATION POLICY**

Students will receive a written evaluation at the end of each month of study. Students are evaluated in their course of study solely on the basis of their performance in meeting appropriate academic standards and objectives established for the course and attendance of classes.

## **CANCELLATIONS, WITHDRAWALS AND REFUND POLICY**

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. In the event of withdrawal, the notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

### **STUDENT'S RIGHT TO CANCEL**

A student has the right to cancel the enrollment agreement and obtain a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

1. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro-rata refund if you have completed sixty (60) percent or less of the program. Changes to programs, i.e. Drops and/or Adds, can only be made during the first 7 calendar days of the program.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: **Divina Cosmetology & Barbering Academy, 1011 Mason St, Vacaville, California 95688**. This can be done by mail, FAX, email or by hand delivery.
3. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to DCBA in person.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled, within 45 days after the notice of cancellation is received, the academy will refund the student any money he/she paid, less a registration fee not to exceed \$250.00, and less any deduction for equipment that the student has received and signed for.

**REMEMBER THAT YOU MUST CANCEL IN WRITING.** You do not have the right to cancel by telephoning the academy or by not coming to class.

### **RE-ENROLLMENT**

A student who wants to re-enroll, after suspension or termination, must first seek approval by the Director of the Institution. The student will be approved only after documentation is provided to the satisfaction of the Director that the condition which caused the interruption for unsatisfactory progress has been rectified.

If approved, the student must pay the \$150.00 registration fee as well as any other fees owed to DCBA before they may be re-enrolled. If a student transfers to another school,

no additional fees are due. In case of a student having a prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the course, DCBA shall make a settlement, which is reasonable and fair to both parties.

**WITHDRAWAL FROM THE PROGRAM and REFUNDS**

Divina Cosmetology & Barbering Academy shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellation or withdrawal of all students who have cancelled the enrollment with, or withdrawn from, the institution during the calendar year.

You may withdraw from DCBA at any time after the cancellation period (described above) and receive a pro-rata refund within 45 days of withdrawal if you have completed 60 percent or less of the period of attendance, based on scheduled hours. The refund will be less a registration fee not to exceed \$250.00, and less any deduction for used equipment that the student has received and signed for.

For the purpose of determining a refund under this section, a student’s official cancellation or withdrawal shall occur on the earlier of the dates of any of the following instances:

- An applicant is not accepted by the academy. The applicant shall be entitled to a refund of all monies paid.
- The student notifies the institution of the student’s withdrawal in writing.
- The institution terminates the student’s enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the academy.
- The student has failed to attend class for fourteen (14) calendar days, as determined by monitoring clock hour attendance at least every thirty (30) days.
- Failure to return from a leave of absence. The date of the student’s withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

*All refunds are calculated based on the student’s last date of attendance.*

For students who enroll and begin classes but withdraw prior to course completion (after seven business days of signing the enrollment agreement), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<b>Percent of Scheduled Time Enrolled to Total Program</b>	<b>Total Tuition School Shall Retain</b>
<b>0.01% to 60%</b>	<b>Prorated based on percentage of scheduled attendance</b>
<b>60.01% and over</b>	<b>100%</b>

If Divina Cosmetology and Barbering Academy cancels a program subsequent to a student's enrollment, and before instruction in the program has begun, the academy shall provide a full refund of all monies paid.

If Divina Cosmetology and Barbering Academy cancels a program and ceases to offer instruction after students have enrolled and instruction has begun, the academy shall at its option:

- Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
- Provide completion of the program; or
- Participate in a Teach-Out Agreement; or
- Provide a full refund of all monies paid

When situations of mitigating circumstances are in evidence, DCBA may adopt a policy wherein the refund to the student may exceed the minimum requirements.

*(Institutional Refund Policy based on 5 CCR 71750 and CEC 94920(a) and (b)).*

The school has no responsibility for any personal property or equipment (including but not limited to; Equipment and Books) left on school premises for longer than 30 days following a withdrawal. After 30 days any unclaimed personal property will be disposed of. The school will not accept responsibility for these items.

#### **UNOFFICIAL WITHDRAWALS**

Unofficial Withdrawal are handled by our Registrar. Attendance is monitored on a weekly basis. Students are notified by phone and mail that they are dropped after 14 days without absent notice. All withdrawal procedures are documented regardless if the student owes money or not. The refund is based on the students last day of attendance.

#### **LEAVE OF ABSENCE POLICY**

**Students granted a Leave of Absence that meet the criteria are not considered to have withdrawn, and no refund calculation is required at that time.**

The leave of absence (LOA) policy applies to all students. A leave of absence will be granted in the case of a student's illness, accident, death in the family or other circumstances that make it impractical to continue. Students may request a Leave of Absence (by filling out the Request for Leave of Absence Form – available in the Registrar's Office) for up to 60 days. All leaves of absence may not exceed **180** days in any **12**-month period.

The school Director must approve a leave of absence. The request for leave of absence form must be signed, and include the date the student expects to return. There must be a reasonable expectation the student will return from the LOA. The Request for leave of absence must be filed in advance unless unforeseen circumstances prevent the student from doing so. In case of emergency, students should notify the Director and request that a Leave of Absence form be mailed to them, to be returned within 5 business days. If the student is injured or for good reason not able to submit the form, the school may grant a LOA by documenting the reasons for the LOA and collecting the student request at a

later date. In this case, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.

The number of days taken in the leave of absence will be added to the student's scheduled and contracted date of completion, as well as the maximum time frame. An adjustment to the scheduled completion date will be made in the student's enrollment agreement, which will be signed and dated by all parties. DCBA will not assess the student for any additional charges as a result of the LOA. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

Satisfactory Progress will not be affected during a leave of absence. When a student returns from a leave of absence, they will be considered to be making satisfactory progress. However, should a student not return by the date requested on the Leave of Absence Form, formal termination shall be immediate. For students who do not return from a leave of absence, the withdrawal date will be the last documented date of attendance. In this event, the last documented date of attendance will also be used for the purpose of calculating a refund.

**Leave of Absence will not be granted for:**

- Courses the student needs is not available;
- Or the courses that the student needs are available, but the student declines to take them;
- An externship/internship site is not available for the student;
- A student is unable to pay tuition; or
- The student is failing a course(s).

## **RIGHTS AND RESPONSIBILITIES**

The student has the right to ask the school

- 1) About its programs, laboratory, other physical facilities as well as its faculty.
- 2) The cost of attendance and the refund policy for students who drop out.
- 3) The financial assistance programs available (if any); including information on all private lenders
- 4) Institutional financial assistance programs (if any).
- 5) The procedures for submitting application for available tuition payment assistance programs.
- 6) How the school determines whether you are making Satisfactory Progress and what happens if you are not.
- 7) What special facilities and services are available to the handicapped.

It is the student's responsibility to:

- 1) Review and consider all the information about their program of choice – prior to Enrollment.
- 2) Pay special attention to the application for tuition payment assistance. Complete it accurately and submit it timely.
- 3) Provide all documentation, corrections, and/or new information requested by either the agency to which you submitted the application.
- 4) Read, understand, and keep copies of all forms you are asked to sign.
- 5) Notify DCBA of a change in your name, address, phone number, or attendance status (for example: Full Time versus Part Time attendance).
- 6) Understand your school's Refund Policy.
- 7) Understand and comply with the Enrollment Status, Financial charges, Financial terms, time allowed for Course Completion, Refund Policy and termination procedures as specified in the Enrollment Agreement (Contract) you will be asked to sign.
- 8) Understand that it is your responsibility and your liability when errors are made on your application or fraudulent documentation to DCBA is given.



## **STANDARDS OF CONDUCT / RULES AND REGULATIONS**

All students must accept responsibility for their actions recognizing that they reflect upon the DCBA community. In training to be a professional Cosmetologist or Barber, all DCBA students are expected to be courteous, open-minded, respectful and conduct themselves in a professional manner. You must be an excellent communicator.

Professionalism can be seen and felt in a school, salon, spa, or any technical business. It is a balanced combination of choice of words, tone of voice, physical actions, education, technical training, determination, honesty, good judgment, decision making, cleanliness, sharp appearance and talent. You must use training and knowledge to satisfy the needs and wants of your clients and be able to put your ego and problems aside, in order to be a contributing member of the beauty field.

All students must take all belonging home and are responsible for bringing all equipment or working tools to school each day. Student kits, issued to each student on the first day of school, contain all the necessary equipment to perform daily assignments and work on clients. Students must maintain their equipment and replace broken or damaged tools in order to practice their work properly. The cost of the kits, registration fee, and tuition payment are outlined in the Enrollment Agreement. There is no charge for materials used on hair, skin, or for assigned activities. Textbooks are also issued on the first day of class. The text and accompanying workbooks are an important part of daily class work and practical work. Assignments and homework are given regularly. Issued textbooks and kits must be in each student's possession during school days.

All students must observe the above rules and regulations. All Rules and Regulations are subject to change. Should a change occur, all students would be subject to the new rules.

### **STUDENT SERVICES**

All students will have the opportunity to meet with an academic advisor with regard to academic progress and career goals. Students will receive a written evaluation at the end of each month of study. The Staff is willing to help with any of the students' educational or professional concerns. The school may also provide professional and personal referrals as needed.

Additionally, every student receiving a service, haircut, chemical service, or any type of service will receive a 50% discount of the regular price. Students are charged on the retail products with a discount of 20%. Students shall pay service and products at the time of purchase. Immediate family members- children/ parents/ step-parent/ siblings and grandparents may have any service completed at the school for a discounted price. Retail products are not discounted to the student's family members.

### **LUNCH AND BREAK TIMES**

Students must take a 30-minute lunch break and two 15-minute breaks for attendance of 6 hours or more. Eating and drinking are permitted in the school's designated break/lunch areas or outside only. Food and drinks are not permitted anywhere else in the school. Breaks will be scheduled daily by the Instructor.

Students are responsible for returning to class on time or the late policy will be applied and must deduct time from their daily total in 15-minute increments.

### **SMOKING POLICY**

Smoking is permitted during lunch and breaks and in designated smoking areas only. Smokers should dispose of their cigarette butts in designated containers.

### **CHEATING IN CLASSROOM**

Students caught cheating will be subject to termination from the program.

### **PERSONAL SERVICE AND SUPPLIES**

Student wishing to purchase supplies or services must first get permission from their instructor and all supplies and services must be paid for.

### **ALCOHOL, DRUGS, AND WEAPONS**

The use of alcohol or drugs (unless prescribed by a physician) is strictly prohibited. Alcoholic beverages in a public building are illegal. The use of drugs, possession of such, or of any drug paraphernalia is also illegal. The use of alcohol or drugs in any form on school premises, on school grounds, or at any school related activity would result in immediate expulsion. Weapons of any type are strictly forbidden in school. Students caught with a weapon in school will be sent home immediately, the weapons will be turned over to the local police department, and a decision will be made as to whether the student will be allowed to return to school.

### **DISPENSARY AND LABORATORY ROOM**

Students are allowed in the laboratory room with supervision and authorized personnel ONLY.

### **STUDENT'S CLIENTS**

Students are never to leave a client unattended- it could be dangerous to the client and is unprofessional.

### **PHONE CALLS POLICY**

There will be no personal calls on the school business phone without permission from the School Director. Cell phones and all other electronic devices must be turned off during school hours and can only be used in the break/lunch room or outside the building during your break or lunch times.

### **UNIFORMS**

All students are required to wear clean, pressed, solid black uniforms, and white or black closed toe shoes. A smock must be worn with all uniforms. If a sweater is worn, it must be white or black.

- Woman uniform may be dress pants, a uniform shall not be too short or sleeveless, top should cover the chest. Shoes are all white or black closed-toes that will be comfortable to stand in for long periods of time.

- Men uniform is a white or black shirt, and white or black pants (solid). Shoes are all white or all black closed-toe shoes that will be comfortable to stand in for long period of time. Barbering smock/jacket for barbers, not hats should be worn in class.

**NOT ACCEPTABLE:** Sleeveless uniforms, various colors (other than white or black), shorts, body suits, tank tops, flaunting shirts, jeans, and sandals, are not appropriate.

### **PERSONAL BELONGINGS AND KITS**

You are required to work as neatly as possible. After each work assignment, you are expected to clean up thoroughly. Your personal belongings should be stored in your vehicle. Kits are to be neatly placed underneath your workstation. When not in use, kits should be closed and put away. The school is not responsible for missing items or belongings. Please do not leave personal belongings unattended.

### **STUDENT DUTIES**

A duty list will be made monthly for all students. This will be done on a rotating basis for fairness to all students. Your duties are an assignment as part of your training. Instructors will check all duties at the end of the day. Towels must be clean and ready for use all day long.

## **VIOLATION OF RULES AND STANDARDS/DISCIPLINARY POLICY**

Violation of the above rules and standards may result in disciplinary action up to and including termination from school. The school reserves the right to terminate any student whose personal conduct-towards school staff or fellow students-is deemed unsatisfactory. Re-admittance to the school will be at the School Director's discretion.

### **DISCIPLINARY POLICY:**

Students must understand that any infraction of the Standards of Conduct, Rules and Regulations of the Board of Barbering and Cosmetology, Divina Cosmetology & Barbering Academy's Enrollment Agreement or Student Catalog could result in disciplinary action: Our policy starts with a Warning and could possibly end with Termination. Disciplinary Action Sheets are used when infractions occur. They must have both educator and student's signature and be maintained in student's file.

### **GROUND FOR TERMINATION**

Enrollment may be terminated at the discretion of the School Director for any reason deemed necessary. To maintain the positive educational environment and general objective of the school, or for any of the following reasons:

- the student's non-compliance with educational requirements,
- immoral or improper conduct,
- use of drugs or alcohol during school hours,
- cheating, or stealing,
- bullying a student,
- attendance, tardiness, or dress

Not attending school regularly per contract is also grounds for termination. The extent of the student's tuition obligation will be in accordance with the school Refund Policy. Failure to make required contractual payment is grounds for termination. If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, threats, and or bullying, such termination is final and may not be appealed.

### **WARNING**

Verbal or written warnings may be given for first infractions of standards of conduct. If the problem is not corrected, the student may be placed on 30-day probation.

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

## **PROBATION**

The student will be observed for 30 days for any infraction of standards of conduct in which he or she has been warned in writing. If the staff's and instructor's observation of the student, is satisfactory, the student will be taken off probation. If the problem persists past the 30 days of probation, the student may be suspended for one (1) to three (3) days depending on the severity of the infraction. Students on suspension are not allowed to be on school premises or receive services on clinic floor. If the problem persists after the student has returned from suspension, the student may be subject to dismissal.

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be given a negative progress determination. To remain in school the student will need to appeal the negative progress determination and ask to be placed on probation. (See Appeals Procedure below). Only students who have the ability to meet the satisfactory Academic Progress Policy standards by the end of the next evaluation period may be placed on probation. Alternatively, students may be placed on an academic plan. (See below "Re-establishment of Satisfactory Academic Progress") If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress, and will be subject to dismissal.

## **APPEAL PROCEDURE**

After the warning period, if a student is determined to not be making satisfactory academic progress, the student may appeal the negative determination. Within ten calendar days of receiving the negative determination, the student must submit a written appeal to DCBA on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. This information should also include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed. At this point the student will be placed on probation until the start of the next evaluation interval.

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

There are two ways in which a student may come off of probation and regain Satisfactory Academic Progress. First, all students may re-establish satisfactory academic progress, by meeting minimum attendance and academic requirements by the end of the next evaluation period. Secondly, the institution can develop an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student. The student will be advised in writing of the

actions required to attain satisfactory academic progress by the next evaluation. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress.

## **GRADUATION REQUIREMENTS**

To be eligible for graduation students must:

- 1) Complete the required hours of training and complete the course of study according to State requirements.
- 2) Maintain satisfactory progress requirements per the criteria of the Satisfactory Progress Policy, which includes a cumulative score of 70% on academic and practical testing, and attendance.
- 3) Take a final examination on practical procedures, and a written examination-having a passing score of not less than 70%.
- 4) Fulfill all financial obligations to the school and/or have a pre-approved Institutional Finance Plan (IFP) in place prior to completing required hours.

Upon completion of these requirements, a diploma/certification of hours will be provided. The student's rights under this agreement may not be assigned to any other person.

## LICENSING REQUIREMENTS

Prior to submission of paperwork to the California Board of Barbering and Cosmetology, a barbering or cosmetology candidate must have completed the 10th grade, be 17 years of age or older, and proof of completed required hours of training in the licensing category must be obtained:

Cosmetology:	1600 Hours
Barbering:	1500 Hours

The State of California requires that any candidate desiring to apply for a cosmetology or barbering license must first complete the state required clocked hours and curriculum at an approved school and second pass the California State or National Interstate Council (NIC) Written and Practical Examinations. Divina Cosmetology and Barbering Academy programs are designed to provide the State required educational curriculum necessary to qualify the student to take the Licensure Exam and to enhance the students' capability to pass the Exam, while at the same time prepare the student to work in the industry.

The California Board of Barbering and Cosmetology may perform a background check to determine eligibility of the student to take the Licensing Exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required State License. For more information, you may call the California Board of Barbering and Cosmetology Enforcement Division. Please advise the Admissions Representative at the time of Enrollment if you have any concerns regarding this policy.

### **LICENSING AND APPLICATION FEES**

In addition to the Licensing Requirements an Exam Candidate must also pay appropriate non-refundable initial Licensing and application fees:

Cosmetology:	\$150.00
Barbering:	\$150.00

Please note: The Licensing and Application Non-refundable Fee is a Fee charged by the California Board of Barbering and Cosmetology.

### **JOB PLACEMENT ASSISTANCE**

The school **does not** provide job placement assistance. However, all students will have the opportunity to meet with an academic advisor with regard to academic progress and career goals. The staff is willing to help with any of the students' educational or professional concerns. The school may also provide professional and personal referrals as needed. A portion of the curriculum is spent on employment opportunities including writing resumes, job interviews and overall salon/spa management. Students gain skills and confidence from training on quality equipment and in comfortable surroundings.



### **ADDITIONAL TRAINING POLICY**

DCBA maintains database records for its graduates tracking their California State Barbering and Cosmetology Board Licensing Examination results. The results are recorded as passed or failed. Our goal is to have the student pass their Exam the first time. However, any Student that has failed the Licensing Examination is encouraged to return to DCBA for further training in subsequent attempts to pass the Exam. This training will be offered at no additional charge to the student.

### **MAINTAINING GAINFUL EMPLOYMENT RATES**

Upon graduation and successfully completing the California State Barbering and Cosmetology Board Licensing Examination, the DCBA will place the Graduate in its database and maintain an electronic record for the purpose of tracking Gainful Employment rates. DCBA will follow up with the Graduate to gather the information to be placed on the Graduate's electronic record.

### **STUDENT HOUSING POLICY**

DCBA **does not** have on campus dormitory facilities therefore, DCBA **does not** provide housing. **THE INSTITUTION HAS NO RESPONSIBILITY TO FIND OR ASSIST STUDENTS IN FINDING HOUSING.** However, the following represents approximate rental fees for 1-2 bedroom apartments in the vicinity of the school's location: approximately \$1600-\$1800 per month based on an average of prices of rental units available on *apartments.com* as of 10/2021. DCBA is not responsible for securing or honoring any lease agreements entered into by its students.

## **RECEIPT OF CATALOG SIGNATURE PAGE**

**As witnessed by my signature below, I acknowledge that prior to my enrollment; I have received and read a copy of Divina Cosmetology & Barbering Academy's Catalog of policies, procedures and information.**

**I agree to abide by the rules, regulations, policies, procedures and standards therein. I also understand that the rules, regulations, policies, procedures and standards set by the Director of Divina Cosmetology & Barbering (DCBA) are subject to change at any time without prior notice and that I will be notified in writing of those changes effective immediately.**

**I agree that the Satisfactory Progress Policy has been explained to me and I understand that I must fully comply with the Policy.**

**I also agree that the hours of operation, Tuition and Equipment and Book fees are also subject to change with immediate effect at the discretion of the Director of DCBA. I further understand that I will receive the items on the Equipment and Book lists in force at the time of my enrollment.**

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**STUDENT SIGNATURE**

**DATE**

## **STUDENT INFORMATION RELEASE SIGNATURE PAGE**

I, \_\_\_\_\_, hereby authorize DIVINA COSMETOLOGY & BARBERING ACADEMY (DCBA) to release any information in my file to an Accrediting agency, Federal agency or State agency or parent/legal guardian if student is a minor. I further understand and agree that my personal information may be released to a collection or legal agency retained by the DCBA in the event that I default on the tuition or any other fees as agreed between myself and DCBA.

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**Student Signature**

**Date**

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**Parent Signature (if student is a minor)**

**Date**

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**Admission Officer Signature**

**Date**

**A copy of this signature page must be placed in all Student Files.**