

SAN LUIS OBISPO BEAUTY COLLEGE

285 South Street, Suite N,
San Luis Obispo, CA 93401

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www.slobeautycollege.com

College Catalog

Effective: 11/16/2020 through 12/31/2021

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WELCOME TO SAN LUIS OBISPO BEAUTY COLLEGE

It is a pleasure to introduce you to SAN LUIS OBISPO BEAUTY COLLEGE. We are focused upon career training for a student's successful professional future. We offer programs that address the occupational needs of the industry, utilize modern equipment, and employ a caring staff of professionals. SAN LUIS OBISPO BEAUTY COLLEGE maintains a long-term commitment to its students. The relationship between the School and its students begins with the introductions of intensive career classes, which continues throughout the program and beyond graduation with job placement assistance.

MISSION AND PHILOSOPHY

Our mission is to empower students to improve their lives by enhancing their professional skills in order to better their careers. In support of this mission, the College is innovative in its curricula, job-intensive in its focus, and responsive to employers' needs. The training provided at SAN LUIS OBISPO BEAUTY COLLEGE prepares graduates to obtain entry-level positions in their chosen field. Graduates leave with the skills necessary to become successful in their careers. Our concern for our students will always have top priority.

COLLEGE OBJECTIVES

- HIRE qualified educators and student support staff.
- DEVELOP programs that reflect the needs of the professional communities served.
- UPDATE teaching techniques that communicate career theory and skills.
- UTILIZE appropriate equipment.
- OFFER programs in career fields with the best employment opportunities.
- MAINTAIN a close relationship with potential and current employers of graduates.
- PROVIDE reliable job placement assistance to our graduates.

ADMINISTRATION, STAFF AND FACULTY

This information is contained in the Catalog Addendum

INSTRUCTIONAL FACILITIES

SAN LUIS OBISPO BEAUTY COLLEGE is located at 285 South Street, San Luis Obispo, CA 93401. The City of San Luis Obispo is located approximately 30 miles north-east of Santa Maria, CA, The School is readily accessible by the 101 Freeway and is accessible from the many surrounding areas. Classrooms for each program of study at SAN LUIS OBISPO BEAUTY COLLEGE contain equipment and supplies sufficient to meet the needs of the program.

SAN LUIS OBISPO BEAUTY COLLEGE is a well-designed building that assimilates the salon environment for the sole purpose of beauty education; equipped with the most modern visual and teaching aids, possessing the type of professional beauty equipment in keeping with top salons in America.

SAN LUIS OBISPO BEAUTY COLLEGE has 6,275 square feet of modern facilities devoted to teaching the science and arts of cosmetology. The facilities include a freshman classroom area for lectures and practical training, and an audio/visual center that can handle streaming and blackboard demonstrations. SAN LUIS OBISPO BEAUTY COLLEGE has extensive shampoo facilities and chair hair dryers and blow dryer stations in addition to the workstations provided

for each student. A reference library is maintained, and administrative and counseling offices are on-site. SAN LUIS OBISPO BEAUTY COLLEGE provides lockers, restrooms, and break room areas.

The building is equipped with heating and air conditioning systems, well-lit and furnished in a highly professional manner. It is free from distracting noises. Entrances and exits are located so that the building can be cleared quickly and safely in an emergency. The school's premises are wheelchair accessible (i.e., doorways, restrooms, ramps). There are several restaurants located within blocks away from the College.

DIRECTIONS TO THE CAMPUS

From the 101 Freeway, if you come from the North (Monterey Area) take the Madonna Road exit; turn right onto Higuera Street and then left onto South Street. Arrive at 285 South Street on your right-hand side.

From the 101 Freeway, if you come from the South (Santa Barbara) take the Madonna Road exit turn right onto Higuera Street and then left onto South Street. Arrive at 285 South Street on your right-hand side.

EQUIPMENT

The instructional classrooms for the Cosmetologist contain equipment designed to assist the student learning to become an integral member for the business world. Equipment includes: Dermal lights for giving instruction in skin care and electrical facials, mannequins, time clocks, shampoo bowls, dryers, facial chairs/tables, manicure stations, electrical cap, and thermal hair straighteners, etc.

The reference library, which consists of appropriate texts and reference books to assist students and staff in each program of study, is in the main office. Students and staff can check out any of these books and reference materials while in school and to be returned to the school when not needed.

HOURS OF OPERATION

Tuesday through Saturday — 8:30 a.m. to 5:00 p.m.

PROGRAM START DATES AND HOLIDAYS OBSERVED

Day Classes, Start on Tuesday

January 12th, 2021
February 23rd, 2021
April 6th, 2021
May 18th, 2021
June 29th, 2021
August 10th, 2021
September 21st, 2021
November 2nd, 2021
December 14th, 2021

The College observes the following holidays during which the school is closed and there are no classes held: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

CLASS SCHEDULES

Tuesday through Saturday — 8:30 a.m. to 5:00 p.m.

OWNERSHIP

SAN LUIS OBISPO BEAUTY COLLEGE is owned 100% by the Institute of Beauty Culture, Inc.

AUTHORIZATIONS AND DISCLOSURES

APPROVAL TO OPERATE

SAN LUIS OBISPO BEAUTY COLLEGE is a private institution that is approved to operate by the Bureau for Private Postsecondary Education 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, or PO BOX 980818, West Sacramento, CA 95798-0818 Phone No. (916) 431-6959 Toll Free No. (888) 370-7589 Fax. No. (916) 263-1897.

The Bureau's approval means that the institution and its operation comply 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. Institutional approval is subject to continuing review.

ACCREDITATION

The Institution is not currently accredited.

DISCLOSURES

- Our Institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S. C. Sec. 1101 et seq.)
- Our internet website provides the following:
A school catalog, the school performance fact sheet for each program offered by our Institution; student brochure, the most recent annual report submitted to the Bureau (BPPE) and a link to the Bureau's website: www.bppe.ca.gov.
- 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.
- Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational, and occupational plans with school personnel prior to enrolling or signing enrollment agreements.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818, **Physical Address:** 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, **Phone:** (916) 574-8900, **Toll Free:** (888) 370-7589, **Main Fax:** (916) 263-1897, **Website:** www.bppe.ca.gov

- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1+(888) 370-7589 (toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov".
- **We provide you a copy of the School Performance Fact Sheet and a copy of this Catalog on your visit or to the general public when requested.** We also have it available from our web address: www.instituteofbeautyculture.com. The Catalog is Updated REGULARLY (AT LEAST ONCE PER YEAR) AS NEEDED.
- It is the student's responsibility to repay the full amount of any loans plus interest, which were obtained for the program of instruction, less the amount of any refund if applicable. Failure to meet the terms of a promissory note will result in default (if applicable). Defaulting on a payment plan will have serious consequences.
- SAN LUIS OBISPO BEAUTY COLLEGE is not authorized for participation in any State or Federal Financial Aid Programs.
- If the institution has a general student brochure, the institution shall provide that brochure to the prospective student prior to enrollment. In addition, if the institution has a program-specific student brochure for the program in which the prospective student seeks to enroll, the institution shall provide the program-specific student brochure to the prospective student prior to enrollment.
- The school catalog is provided to any person upon request. In addition, if student brochures are provided to students, the school shall disclose the requested brochures to any interested person upon request.
- Our Institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S. C. Sec, 1101 et seq.)

Financial Aid

The College does NOT participate in any State or Federal Aid Programs at this time.

Instruction

All instruction is provided on campus. Campus is located at 285 South St, San Luis Obispo, Ca. There are periods of clinical and externship dependent upon the program. California statute requires that a student who successfully completes a program of study be awarded an appropriate diploma or certificate verifying the fact. All instruction is provided in the English language ONLY. The College does not provide instruction for English as a Second Language, and neither does it provide services for obtaining a visa.

- The College does **not** award credit for prior experiential learning
- The College does not have an articulation agreement, between our institution and any

other College or University that provides for the transfer of credits earned in the program of instruction.

- SAN LUIS OBISPO BEAUTY COLLEGE does not recruit students already attending or admitted to another school offering a similar program of study.
- No Distance education is planned or anticipated at this time.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at SAN LUIS OBISPO BEAUTY COLLEGE, is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Cosmetology, Barbering, and/or Manicuring program, is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending SAN LUIS OBISPO BEAUTY COLLEGE to determine if your diploma will transfer.

AFFIRMATIVE ACTION STATEMENT

The SAN LUIS OBISPO BEAUTY COLLEGE is committed to providing educational programs to otherwise eligible students regardless of race, creed, ethnicity, religion, national origin, sex, disability, or medical condition, except under special circumstances that would constitute either an occupational limitation or a limitation in participation in the program offered.

The School complies with Title IX of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964) Section 504, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993. Student information is not available to anyone outside the administration without a) a written request/release from the student, b) a court order, or c) accreditation or government agency requirements.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA) sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information the school may disclose to third parties without receiving prior written consent from the student.

I. Types of Educational Records Kept

The school will maintain student records for six years from graduation or last date of attendance. Such records will minimally include the following:

- A copy of the enrollment agreement and other instruments relating to payment for educational services.
- Student information, including student name; permanent or other address at which the student may be reached; records relating to financial payments and refunds; and record of attendance.
- Date of completion or termination and the reason(s) thereof.
- Record of any student grievance and subsequent resolution.
- The school shall provide upon request a transcript to any student who has satisfied all financial obligations currently due and payable to the school. The original transcript will be maintained indefinitely. It will provide the name of the student, the title of the program, total number of hours of instruction received, dates of enrollment, and status.

II. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his or her records should submit a written request to the appropriate school official. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review his/her own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in his/her file prior to January 1, 1975; (iii) confidential letters and recommendations placed in his/her file after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

III. Disclosure of Educational Records

The school generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally, identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

A. To The school officials who have been determined by the school to have legitimate educational interests in the records. A school official is:

- 1) a person employed by the school in an administrative, supervisory, academic or research, or support staff position; or
- 2) a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Directors.

Legitimate interest: A student serving on an official committee or assisting another school official, or any school official who needs information about a student while performing instructional, supervisory, advisory, or administrative duties for the school has a legitimate educational interest.

B. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs, or in connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.

C. To organizations conducting certain studies for or on behalf of the school.

D. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.

E. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.

F. To comply with a judicial order or lawfully issued subpoena.

- G. To appropriate parties in health or safety emergencies.
- H. To an alleged victim of a crime of violence or a non-forcible sexual offense, the results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
- I. To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph H above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator—not the name of any other student, including a victim or witness—without the prior written consent of the other student(s)).
- J. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.

IV. Record of Requests for Disclosure

Except with respect to those requests made by the student him/herself, those disclosures made with the written consent of the student, or to requests by or disclosures to The school officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), the school will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. The student may inspect this record.

V. Directory Information

The school designates the following information as directory information. (Directory information is personally identifiable information that may be disclosed without the student's consent):

- Student's name
- Address: local, email and Web site
- Telephone number (local)
- Date and place of birth
- Program of study
- Participation in officially recognized activities
- Dates of attendance
- Diplomas awarded
- Most recent previously attended school
- Photograph of the student, if available
- Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)

Notice of these categories and of the right of an individual in attendance at the school to request that his or her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Campus Director's office. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

Directory information may be changed by writing to the school.

VI. Correction of Educational Records

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction

of records:

A student must ask the Campus Administrator to amend a record. As part of the request, the student should identify the part of the record he/she wants to have changed and specify why he/she believes it to be inaccurate, misleading, or in violation of his or her privacy rights.

The school may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.

Upon request, the school will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of the school. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.

The school will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.

If, as a result of the hearing, the school decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.

If a statement is placed in the education records of a student in the paragraph above, the school will: (a) maintain the statement with the contested part of the record for as long as the record is maintained; and (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

If, as a result of the hearing, the school decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

The School complies with the Drug Free Schools and Communities Act and forbids use, possession, distribution, or sale of illegal and illicit drugs or alcohol by students, faculty, or staff anywhere on school property or at any school-sponsored function. The campus is alcohol-free except in the case of school-sponsored special events approved by the Campus Director. State and municipal laws prohibit anyone under the age of 21 from being served alcoholic beverages, and because the school does not have a license for the sale of alcoholic beverages, the sale of alcoholic beverages on premises or at any sponsored function is prohibited.

The school enforces all state and federal laws concerning illegal drugs and alcohol. Anyone in violation of state, federal or local regulations, with respect to illegal drugs or alcohol, may be subject to both criminal prosecution (with penalties up to 30 years in jail and/or \$1,000,000), school disciplinary action (including dismissal), and suspension of eligibility for federal financial aid.

Further information on health risks, possible sanctions, and drug and alcohol counseling and treatment options are available to students upon request.

PROGRAMS

BARBERING

1500 clock-hours

40 to 80 Weeks

Credential Awarded: Diploma

The program, nature, and level of occupation for which training is provided, as defined by Standard Occupational Classification (SOC) code, is as follows:

SOC CODE: 39-5011

CIP CODE: 12.0402

39-5011 Barbers: Provide barbering services, such as cutting, trimming, shampooing, and styling hair; trimming beards; or giving shaves. Illustrative examples: *Barber Apprentice, Master Barber*

PROGRAM OBJECTIVES

The objectives of the program are as follows:

- Acquire knowledge of laws and rules regulating California's Barbering establishments' practices.
- Acquire the knowledge of sanitation and sterilization as related to all phases of hair and skin.
- Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
- Acquire business management techniques common to barbering.
- Prepare graduates with the knowledge and skills to pass the Barbering licensing exam.

SKILLS TO BE DEVELOPED

Use of proper implements relative to all barbering procedures. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hair and skin, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of all barbering implements.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

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

TECHNICAL INSTRUCTION AND PRACTICAL TRAINING

The curriculum for students enrolled in a barbering program shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act and prepare the student to sit for licensure in the state.

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

1500 Hours of Technical Instruction and Practical Training in Hair Dressing
Technical Instruction Hours

| 1500 Hours of Technical Instruction and Practical Training in Hair Dressing | Technical Instruction Hours | Practical Operations Hours |
|--|------------------------------------|-----------------------------------|
| (1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing | | |
| Hairstyling | 65 | 240 |
| The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling. | | |
| Permanent Waving and Chemical Straightening | 40 | 105 |
| The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions. | | |
| Hair Coloring and Bleaching | 60 | 50 |
| The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers. | | |
| Hair Cutting | 20 | 80 |
| The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting. | | |
| Total Hours of Technical Instruction and Practical Training in Hair Dressing: | 185 | 475 |
| (2) 200 Hours of Technical Instruction and Practical Training in Shaving | | |
| The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows: | | |
| Preparation and Performance | 100 | 40 |
| The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages. | | |
| Total Hours of Technical Instruction and Practical Training in Shaving: | 100 | 40 |
| (3) 200 Hours of Technical Instruction in Health and Safety | | |
| The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows: | | |
| Laws and Regulations | 20 | 0 |
| The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations. | | |
| Health and Safety Considerations | 45 | 0 |

| | | |
|--|------------|------------|
| Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B. | | |
| Disinfection and Sanitation | 20 | 0 |
| The subject of Disinfection and Sanitation shall include but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment. | | |
| Anatomy and Physiology | 15 | 40 |
| The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Human Anatomy, Human Physiology. | | |
| Total Hours of Technical Instruction in Health and Safety: | 100 | 40 |
| | 285 | 515 |

The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.

Note: Authority cited: Section 7312 and 7362(b), Business and Professions Code. Reference: Sections 7316, 7321.5(d)(1), 7362.5(a) and 7389, Business and Professions Code.

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATERS:

Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to the Barbering and Cosmological field.

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Barbering with a CGPA of 'C' (70%) or better and has satisfied the 1500 program hours required, he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th grade, a Barber License will be granted by the State of California only after the student has successfully completed and graduated from the Barbering program as described above and passed the California Barbering Licensing Exam with an overall average of 75% on both the practical and written State Board Barbering exams. Please refer to OBTAINING A LICENSE TO PRACTICE IN THE FIELD section at the end of this catalog for detailed information regarding the licensing process and reasons for licensure denial.

COSMETOLOGY

Total Clock Hours:1600

Weeks:42-84

Credential Awarded: Diploma

The program, nature, and level of occupation for which training is provided, as defined by Standard Occupational Classification (SOC) code, is as follows:

SOC CODE: 39.5012.00 CIP CODE:12.0401

39-5012.00 - Hairdressers, Hairstylists, and Cosmetologists

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Sample of reported job titles: Barber Stylist, Beautician, Cosmetologist, Hairdresser, Hair Stylist, Hairdresser, Hairstylist, Manager Stylist, Master Cosmetologist, Stylist

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

PROGRAM OBJECTIVES

The objectives of the program are as follows:

- Acquire knowledge of laws and rules regulating California's cosmological establishments' practices.
- Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
- Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
- Acquire business management techniques common to cosmetology.
- Prepare graduates to pass the Cosmetology licensing exam.

SKILLS TO BE DEVELOPED

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

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:

Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

TECHNICAL INSTRUCTION AND PRACTICAL OPERATIONS

Technical instruction means instruction by demonstration, lecture, classroom participation, or examination.

Practical operation means the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

| | |
|--------------------------------|--|
| 10 Disinfection and Sanitation | 40 Water and Oil manicures |
| 20 Complete Pedicures | 80 Acrylic: Liquid and Powder Brush on nails |
| 60 Nail Tips | 40 Nail Wraps and repairs |

PRACTICAL OPERATIONS

Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such practical operations shall include:

| PRACTICAL OPERATION | HOURS | PRACTICAL OPERATION | HOURS |
|---|-------|--|-------|
| Disinfection | 10 | Wet Hair Styling | 200 |
| Thermal Hair Styling | 40 | Permanent Waving | 80 |
| Chemical Straightening | 25 | Haircutting | 80 |
| Hair Bleaching | 20 | Hair Coloring | 50 |
| Scalp and Hair Treatments | 20 | Manual Facials | 10 |
| Electrical Facials | 15 | Chemicals (Skin peels, masks & scrubs) | 15 |
| Make up applications | 10 | Eyebrow Arching and Hair Removal | 20 |
| Water and Oil Manicures | 15 | Complete Pedicure | 10 |
| Liquid and Powder Brush ons | 50 | Artificial Nail Tips | 50 |
| Nail Wraps and Repairs | 20 | | |
| MINIMUM HOURS OF SPECIFIED PRACTICAL OPERATIONS: 740 | | | |

TECHNICAL INSTRUCTION

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Such technical instruction shall include:

| SUBJECT OF TECHNICAL INSTRUCTION: | | THEORY HOURS |
|-----------------------------------|---|--------------|
| 1 | The Cosmetology Act and the Bureau's Rules & Regulations | 20 |
| 2 | Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair, And skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, Physical and chemical changes of matter.) | 20 |
| 3 | Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.) | 20 |
| 4 | Theory of Electricity in Cosmetology (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.) | 5 |
| 5 | Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The <u>ten</u> required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized through -out the entire training period and must be performed before use of all instruments and equipment.) | 20 |
| 6 | Bacteriology, anatomy, and physiology. | 15 |
| 7 | Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, comb-outs.) | 35 |
| 8 | Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling.) (A) Thermal Styling (B) Press and Curl | 30 |
| 9 | Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.) | 20 |

| | | |
|--|---|------------|
| 10 | Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.) | 20 |
| 11 | Haircutting (Shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.) | 20 |
| 12 | Hair coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.) (A) Haircoloring (B) Bleaching | 60 |
| 13 | Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.) | 5 |
| 14 | Facials | |
| | (A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.) | 5 |
| | (B) Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.) however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or 6cc.) | 10 |
| | (C) Chemicals (Shall include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only non-living, upper-most layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.) | 10 |
| 15 | Eye Brow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.) | 10 |
| 16 | Make-up (Shall include skin analysis, complete and corrective make-up, lash, and brow tinting and the application of false eyelashes.) | 15 |
| 17 | Manicuring and Pedicuring | 5 |
| | (A) Water and Oil Manicure, including nail analysis, and hand and arm massage. | 5 |
| | (B) Complete Pedicure, including nail analysis, and foot and ankle massage. | 15 |
| | (C) Artificial Nails 1. Liquid and Powder Brush-on, 2. Artificial Nail Tips, 3. Nail Wraps and Repairs | 10 |
| TOTAL HOURS OF TECHNICAL INSTRUCTION: | | 375 |

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATERS:

Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Cosmetology, and the 1600 program hours required with a CGPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology, Barber or Manicurist license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology program as described above and passed the licensing exam with a minimum overall average of 70%. Please refer to OBTAINING A LICENSE TO PRACTICE IN THE FIELD section at the end of this catalog for detailed information regarding the licensing process and reasons for licensure denial.

MANICURIST

Total Clock Hours: 400

Weeks:11-22

Credential Awarded: Diploma

The curriculum for students enrolled in a manicurist and pedicurist program shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist.

The program, nature, and level of occupation for which training is provided, as defined by Standard Occupational Classification (SOC) code, are as follows:

MANICURIST

SOC CODE: 39.5092.00

CIP CODE:12.0410

39-5092.00 - Manicurists and Pedicurists: Clean and shape customers' fingernails and toenails. May polish or decorate nails. Sample of reported job titles: Manicurist, Nail Technician, Pedicurist

PROGRAM OBJECTIVE

Acquire knowledge of laws and rules regulating California Cosmetological establishments' practices, to include:

- Understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed
- Acquire business management techniques to qualify to pass the licensure exam for entry level positions as a manicurist.

SKILLS TO BE DEVELOPED:

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

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:

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

| TECHNICAL INSTRUCTION AND PRACTICAL OPERATIONS | MINIMUM THEORY HOURS |
|--|-----------------------------|
| 1. The Cosmetology Act and the Bureau's Rules and Regulations. | 10 |
| 2. Cosmetology Chemistry related to manicuring practices. Includes the chemical composition and purpose of nail care preparations. | 10 |
| 3. Health and Safety/Hazardous Substances - Includes training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B. | 15 |

| | |
|---|------------|
| 4. Disinfection and Sanitation - Includes procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment. | 20 |
| 5. Bacteriology, anatomy, and physiology. | 10 |
| 6. Water and Oil Manicures, including hand and arm massage. | 15 |
| 7. Complete Pedicure, including foot and ankle massage. | 10 |
| 8. Application of Artificial Nails, | |
| (A) Acrylic: Liquid and Powder Brush-Ons | 25 |
| (B) Nail Tips | 25 |
| (C) Nail wraps and repairs | 10 |
| TOTAL: | 150 |

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATERS:

Communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to the field.

Students are tested every 1 to 2 weeks during the program and are not allowed to graduate until they have earned a passing grade in all the exams.

GRADUATION REQUIREMENTS:

When a student has completed the required theory hours and practical operations in Manicuring, and the 400 program hours required with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS:

Applicant must be 17 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology program as described above and passed the Cosmetology Licensing Exam with an overall average of 70%.

BARBER CROSSOVER

200 clock-hours 5 - 10 Weeks Credential Awarded: **Proof of Training Document**

The program, nature, and level of occupation for which training is provided, as defined by Standard Occupational Classification (SOC) code, is as follows:

SOC CODE: 39-5011 CIP Code 12.0402

39-5011 Barbers: Provide barbering services, such as cutting, trimming, shampooing, and styling hair; trimming beards; or giving shaves. Illustrative examples: *Barber Apprentice, Master Barber*

PROGRAM OBJECTIVES

The objectives of the program are as follows:

- To prepare Licensed Cosmetologists with the necessary skills in shaving through both theory and practical procedures so they qualify to take the Barbering licensing exam.
- Prepare graduates to pass the Barbering licensing exam.

SKILLS TO BE DEVELOPED

Use of proper implements relative to all barbering procedures. Develop the knowledge of safety precautions in use of all barbering implements.

TECHNICAL INSTRUCTION AND PRACTICAL TRAINING

The curriculum consists of two hundred (200) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act and prepare the student to sit for licensure in the state.

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

| 200 Hours of Technical Instruction and Practical Training in Hair Dressing | Technical Instruction Hours | Practical Operations Hours |
|---|-----------------------------|----------------------------|
| The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows: | | |
| Preparation and Performance | 100 | 40 |

GRADUATION REQUIREMENTS

When a student who is a licensed Cosmetologist has completed the required theory hours and practical operations in Barbering with a CGPA of "C" (70%) or better and has satisfied the 200 program hours required, he or she is awarded a Proof of Training (POT document) and may apply for State Licensure. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th grade, a Barber License will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the California Barbering Licensing Exam with an overall average of 75% on both the practical and written State Board Barbering exams. Please refer to OBTAINING A LICENSE TO PRACTICE IN THE FIELD section at the end of this catalog for detailed information regarding the licensing process and reasons for licensure denial.

COSMETOLOGY CROSSOVER

Total Clock Hours: 300
Training Document

Weeks: 8-16

Credential Awarded: Proof of

The program, nature, and level of occupation for which training is provided, as defined by Standard Occupational Classification (SOC) code, is as follows:

SOC CODE: 39.5012.00 CIP CODE:12.0401

39-5012.00 - Hairdressers, Hairstylists, and Cosmetologists

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Sample of reported job titles: Barber Stylist, Beautician, Cosmetologist, Hairdresser, Hair Stylist, Hairdresser, Hairstylist, Manager Stylist, Master Cosmetologist, Stylist

The curriculum for students enrolled in a cosmetology Crossover program consist of three hundred (300) clock hours of technical instruction and practical operations.

PROGRAM OBJECTIVES

The objectives of the program are as follows:

1. To prepare Licensed Barbers with the necessary skills in Waxing, Make-up and Nail Services through both theory and practical procedures so they qualify to take the Cosmetology licensing exam.
2. Prepare graduates to pass the Cosmetology licensing exam.

SKILLS TO BE DEVELOPED

Learn the proper use of implements relative to all cosmetology services. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicuring, learn the application of brush-on nails, nail wraps, and nail tips.

SPECIFIED PRACTICAL OPERATIONS AND TECHNICAL INSTRUCTION

Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such practical operations shall include:

| PRACTICAL OPERATION | HOURS | PRACTICAL OPERATION | HOURS |
|---|--------------|----------------------------------|--------------|
| Make up applications | 10 | Eyebrow Arching and Hair Removal | 20 |
| Water and Oil Manicures | 15 | Complete Pedicure | 10 |
| Liquid and Powder Brush ons | 50 | Artificial Nail Tips | 50 |
| MINIMUM HOURS OF SPECIFIED PRACTICAL OPERATIONS: 155 | | | |

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Such technical instruction shall include:

| SUBJECT OF TECHNICAL INSTRUCTION: | | THEORY HOURS |
|--|--|---------------------|
| 15 | Eye Brow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories fur the removal of superfluous hair.) | 15 |
| 16 | Make-up (Shall include skin analysis, complete and corrective make-up, lash, and brow tinting and the application of false eyelashes.) | 10 |
| 17 | Manicuring and Pedicuring | |
| | (A) Water and Oil Manicure, including nail analysis, and hand and arm massage. | 5 |
| | (B) Complete Pedicure, including nail analysis, and foot and ankle massage. | 5 |
| | (C) Artificial Nails 1. Liquid and Powder Brush-on, 2. Artificial Nail Tips, 3. Nail Wraps and Repairs | 25 |
| TOTAL HOURS OF TECHNICAL INSTRUCTION: | | 60 |

GRADUATION REQUIREMENTS

When a student who is a licensed Barber has completed the required theory hours and practical operations in Cosmetology with a CGPA of 'C' (70%) or better and has satisfied the 300 program hours required, he or she is awarded a Proof of Training (POT document). Graduates may apply for State Licensure as a Cosmetologist. All tuition, fees and charges must be paid in full prior to the release of final papers.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology, Barber or Manicurist license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with a minimum overall average of 70%. *Please refer to OBTAINING A LICENSE TO PRACTICE IN THE FIELD section at the end of this catalog for detailed information regarding the licensing process and reasons for licensure denial.* Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

ADMISSION REQUIREMENTS

The general requirements for admission are as follows:

- Shall possess and provide a copy of a high school diploma, HS graduation transcripts, GED or its equivalent, or otherwise successfully take and pass the relevant ATB examination. ATB exam is one approved by the BPPE and US Department of Education and administrated by an independent third party offsite.
- Provide a copy of a current valid ID (Driver's License, etc.)
- Pay the required Registration Fee and make arrangements for payment of Tuition and Books and Supplies and other charges.
- The student must have the ability to read and write English at the level of a Graduate of a US High School as demonstrate by the possession of such High School Diploma, GED or its equivalent.

The School reserves the right to refuse admission to any applicant who does not meet the School's established criteria for admission.

ADDITIONAL REQUIERMENTS FOR CROSSOVER PROGRAMS

Students applying for the Barber Crossover program are required to provide a copy of their current Cosmetology License. Students applying for the Cosmetology Crossover program are required to provide a copy of their current Barber License.

ADMISSION PROCEDURES

Pre-Enrollment

Each prospective student receives a catalog and the school's performance fact sheet together with the annual BPPE School's report. Although general rules are reviewed during orientation, students are individually responsible for knowledge of all rules and regulations including student conduct, attendance, make-up work, termination, etc. published in this catalog or communicated by the administration via written notices. Students must be aware that criteria for admission and/or graduation may differ depending upon the individual program. Some programs demand more stringent requirements than others. For more detailed information, contact the respective department. Each student receives a syllabus when class starts. The syllabus contains methods and practices used in each of the academic departments to facilitate the students' learning process.

Application for Enrollment

Applicants are advised to call the School for an appointment to discuss admission requirements and procedures. Each applicant will be interviewed individually so that the School may better understand the career goals of the applicant, and the applicant can better understand the programs offered.

As part of the admissions procedures, all applicants are required to:

1. Complete an application for admission and provide copies of all required documents.
2. Take and pass the Ability-to-Benefit exam if needed;(This school accepts the

Wonderlic Basic Skills Tests (WBST) Verbal forms VS-1 & vs-2, Quantitative Forms QS-1 & QS-2 with a passing score of Verbal -200 minimum and Quantitative -210 minimum)

3. Have an interview with a representative of the Admissions Department.
4. Have an interview with a Financial Planning Department Representative prior to completing the enrollment process to discuss payment plans.
5. Complete all necessary paperwork for admission.
6. Receive a catalog.
7. Take a tour of the facility.
8. Students applying for the Barber Crossover program are required to provide a copy of their current Cosmetology License. Students applying for the Cosmetology Crossover program are required to provide a copy of a current Barber License.

Upon completion of the admission procedures, the student will be notified of the School decision regarding admission.

During the interview, certain disclosures such as completion and placement rates of graduates will be made (Fact Sheet). In addition, tuition and payment plans, and the applicant's professional and educational goals will be discussed. Once the student is provided with a School catalog, it is the responsibility of that student to familiarize himself/herself with all the School rules and comply with the contents of the catalog. The School, through appropriate action, reserves the right to change any provision or requirement at any time within the student's term of training. The provisions of this publication do, however, supersede any previously stated provisions, written or oral.

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.

RE-ENTRY PROCEDURES

A student who withdrew or was withdrawn, may request re-entry to the School. First, the applicant must obtain and complete a Re-entry Clearance Form from the Registrar's Office. The completed form will be processed and reviewed for approval by the School, and the applicant notified. Students will only be allowed to re-enter the School once unless extenuating circumstances exists and can be documented.

Additionally, students who are dismissed or terminated must present a written appeal demonstrating evidence that the condition(s) that caused the dismissal/termination has been rectified before re-entry to the School can be considered.

The School reserves the right to refuse admission to any applicant who does not meet the School's established criteria for admission.

TRANSFER CREDIT

Students previously enrolled in an approved school of Cosmetology may submit their academic records to the College for review and possible transfer of credit. In lieu of accepting transfer credit, the School may:

- 1) accept the transfer credit based upon a review of the official transcript from an accredited institution provided those courses are part of the School's approved curriculum for that program of study. and/or
- 2) Administer a comprehensive exam for each course that measures and affirms the student's previous education and training experience. A score of 75% or better is required for each such exam to receive credit for that course. It may be necessary to administer a series of examinations both in theory and hands-on to validate the granting of credit for previous education, and skills. If credit is accepted, the student's training period may be

reduced proportionately.

Students who are granted such credit will have their tuition reduced proportionately. A student who is not satisfied with the transfer credit awarded may appeal the decision through the School's grievance procedure. No fees are charged for the evaluation of transfer credit. The School does not award credit for prior experiential learning.

STUDENT SERVICES

ACADEMIC COUNSELING

The College assists students by providing them with access to programs outside of the classroom. Academic counseling is available to all students at the College; however, students are referred to community professionals for personal, non- academic counseling.

JOB PLACEMENT/CAREER SERVICES

All graduates have equal access to the Career Services Department. The College will make every effort to supply employment leads to all graduates. The Job Placement Representatives are actively involved in finding job leads for the graduates. The College hosts employer open houses so that employers may visit the College. The graduates are informed of upcoming job fairs by the Job Placement Department so that graduates may participate and meet with employers. It is likewise expected that all graduates will fully cooperate with the Career Services Department in the job search activities and will demonstrate a good faith effort in securing a position in their field of study.

No guarantees are made concerning job placement as an inducement to enroll, nor can promises be made that placement is assured upon graduation. The College does not guarantee employment.

CAREER OPPORTUNITIES IN THE FIELD OF BEAUTY CULTURE

Ambitious, capable women and men, after comparatively short experience, will find the door open for many interesting, well-paid positions. The following list shows just some of the many positions available:

Cosmetology

Hair Stylist , Hair Colorist, Manicurist, Make-Up Artist, Facial Expert, Wig and Hairpiece Specialist, Skin-Hair-Scalp Specialist, Beautician on an ocean liner

Barber

Hair Stylist, Hair Colorist, Wig and Hairpiece Specialist, Hair-Scalp Specialist, Barber on an ocean liner

Manicuring

Manicurist, Pedicurist, Nail Art Specialist

Also, various other career opportunities that would apply to each of the fields listed above:

| | |
|-----------------------|----------------------------------|
| Salon Manager | Beauty Consultant |
| Salon Owner | Traveling or Platform Artist |
| School Administrator | Manufacture Field Representative |
| School Director | Demonstration – Lecturer |
| State Board Member | Beauty Products Buyer |
| State Board Examiner | Beauty Products Research |
| Beauty Products Sales | |

HEALTH CARE SERVICES

The College does not provide health care services on the premises. Campus personnel are on duty during all hours of operation. Any medical emergency should be reported to the front desk or College personnel immediately. These reports will be transmitted to the on-site administrator, the police, fire, or emergency medical services as applicable. In cases of non-emergency, a list of facilities is posted on bulletin boards and is available at the front desk.

HOUSING

The College does not find or assist students in finding housing, nor has dormitory facilities under its control. There are several housing facilities within blocks from the College that rental varies between \$550.00 to \$1,800.00 depending on rooms needed and family size.

ACADEMIC POLICIES AND PROCEDURES

Attendance

Students must attend classes according to their established schedules. Frequent tardiness and/or absences are cause for disciplinary action such as probation or dismissal. Students with fourteen (14) consecutive days of absences, in any program of study, will be withdrawn. In addition, students who fall below 70% attendance (four (4) days in a period or phase) will be placed on attendance probation with specific terms and conditions and are allowed a maximum of thirty (30) days to raise their attendance to meet the required percentage. The students are notified of the attendance probation in writing and are counseled. At the end of the thirty-day period, if the student's attendance is still below the minimum required, the student may be terminated. The student may appeal to the Director of Education for an extended probationary period if mitigating circumstances are presented in a documented form. If a student is terminated due to unsatisfactory attendance, he/she may appeal to the Director of Education for re-admittance.

ATTENDANCE POLICY

- 1. Absences** - Attendance is taken daily. Students are advised to call the College to inform their instructor of their absence. **The call must be made by 8:30am to be considered valid.** If a student does not call, they are considered NO CALL-NO SHOW. **THREE DAYS IN A ROW AND THEY WILL BE SUSPENDED. The only excused absences allowed are jury duty, military leave, immediate family death, medical or incarceration.** Other extenuating circumstances will be evaluated on a case by case basis. A legitimate note must be submitted to the Administrator's office within three days of the absence.
- 2. Tardiness/Leaving Early** - Tardiness is a disruption of a good learning environment and is highly discouraged. Frequent tardiness without legitimate reasons may be cause for disciplinary action. Students must arrive by 8:30am, to be considered "on time." Calls for being tardy must be done by 8:30am. If the student does not make it to class by 8:30am, they will not be allowed to clock in until 10:00 am.
- 3. Make-up Assignments/Tests/Time** - Regularly scheduled class hours, missed assignments, test and/or retests may be made up if the following conditions are met: *
 - 1) Make-ups must be completed no later than 30 calendar days from the scheduled date of the missed class, assignment, or test. There will only be one make-up test allowed per subject.
 - 3) Make-up of assignments. The appropriate instructor must approve tests or retests.

4. Advanced Notices for Leaving Early and for Absences – Students leaving early must sign the Advanced Notice for Leaving Early form. If the reasons for leaving are justified, then the early departure will be excused. If the departure is not deemed justified, the student will not be allowed to leave early, or the student may leave, but the early departure will be noted as unexcused. Please refer to the above rules on unexcused absences and “left early” policy.

For students who wish to have a day off during the school week, the Advanced Notice of Absence must be filled out Seven days prior to the day being requested.

For example, if a student wants to have a day off for a birthday party or wedding, the student must turn in their Advanced Notice of Absence at least Seven days prior to the event to have the day considered excused. If this form is not filled out ahead of time, the request may be declined and if the student decides to take the day off, then the absence will be considered unexcused.

5. Personal Service Days – Personal Service Days are a privilege that the students must earn. If the student is absent the week prior, or if the student is not current on all assignments the student will forfeit the right to having a personal service day. Personal service days are limited to Tuesday-Thursday and clients must always take priority.

CLOCK HOURS POLICY

The Board of Barbering and Cosmetology will only recognize time clock punched hours of attendance. A result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. A thirty (30) minute lunch break shall be taken when a student attends a 6-hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), the half hour must be deducted from your daily total and you must clock in and out on your timecard for the lunch break. Once theory classes have been started no one will be allowed to enter UNTIL 10:00 am.

Instructors may not sign a student in or out. If an error is made on the student timecard the instructor will draw a line through the error and make the correction and the student and instructor must initial the change.

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

Timecards reflect the student daily record of hours and operations.

It is important that all your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your timecard so that the hours and operations are transferred correctly to the roster.

Timecards are the property of the school and must always remain at the school. In the event a timecard is removed from the school's premises, the Timecard will be considered null and void.

After clocking in you are required to maintain applied effort, professional grooming and remain in the building; reading material not related to your training or involving in activity not related to your training is not tolerated. If this occurs, you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your suspension or termination.

TIMECARD CREDIT

The following is a guideline for the instructor to issue credits: Each Theory credit must be initialed in the proper category. If that category is complete, the instructor may issue credit in another category. The portion of the timecard reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated. The portions of the timecard concerning operations are to be applied efforts of the students as they manually perform a practical subject. Some practical operations may take longer to perform according to the student. Note the following time frame the Board gives for each operation:

| | |
|---------------------------------|-------------------------------|
| Shampoo/Set = 1½ hours | Scalp Treatment = ½ to 1 hour |
| Permanent Wave = 2 to 2 ½ hours | Facial= 1 ½ to 2 hours |
| Manicure = ½ hour | Hair Cut = ½ to 1 hour |

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

CLIENT POLICY

After clients have been received at the front desk, the student will introduce themselves to the client, walk them to their designated chair, and perform a consultation. When the client has decided on their service(s), the student must circle all the services requested/completed. After completion of the service, the student must walk their client to the front desk for payment of services rendered. The student is responsible for bringing the work slip with them to the cash register with all the services circled or marked. The student must remain with the customer during the entire payment process. Once the payment is received, a future appointment should be noted in the appointment book. At this juncture, the student should thank the client for their time and remind them about their appointment with an appointment card.

CLOCK HOURS AND TIMECARD POLICIES

The Board of Barbering and Cosmetology will only recognize time clock punched hours of attendance. A result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven-minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends a 6-hour class day or more. If you are attending less than a 6-hour class day and desire to take a lunch break (30 minutes), the half hour must be deducted from your daily total and you must clock in and out on your timecard for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom.

Instructors may not sign a student in or out, and if a student does not clock in or out at lunch one hour (1) for lunch will be deducted. If an error is made on the student timecard the instructor will draw a line through the error and make the correction and the student and instructor must initial the change.

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

Timecards reflect the student daily record of hours and operations.

It is important that all your hours and operations are recorded properly and accurately.

The attendance personnel must be able to read your timecard so that the hours and operations are transferred correctly to the roster.

The timecards are the property of the school and must always remain in the school.

After clocking in you are required to maintain applied effort, professional grooming and remain in the building; reading material not related to your training or involving in activity not related to your training is not tolerated. If this occurs, you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your suspension or termination.

TIMECARD CREDIT ENROLLMENT STATUS

Full time: Any student scheduled to attend 24 hours or more per week are full-time students. Half time enrollment requires a minimum of 16 hours per week. Part-time enrollment is defined as more than 16 but less than 24 hours per week. Less than 16 hours per week is less than half time.

GRADING SYSTEM

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a **"C" (70%)** average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

ACADEMIC GRADING

100% - 90% A.....Superior Performance
89% - 80% B.....Above Average
79% - 70% C.....Average
69% - 60% D.....Unsatisfactory
59% - 00 % F.....Fail

POINT GRADES FOR PRACTICAL WORK

(GPA 4) 8 POINTS = A
(GPA 3) 6-7 POINTS = B
(GPA 2) 4-5 POINTS = C
(GPA 1) 3 POINTS = D
(GPA 0) 0 POINTS = F

Grade point average required for certifying completion of each program is a minimum cumulative passing grade of 75%. Please note: Some programs demand more stringent requirements than others. Consult your instructor for additional information. The following is a breakdown of the grading system:

Written and Practical Tests= 50%
Attendance = 25%
Quizzes = 15%
Professionalism = 10%

Attendance will be graded as follows:

0 Absences = A (100%); 1 Absence = A (95%); 2 Absences = B+ (89%); 3 Absences = B- (80%) 4 Absences = C (75%); 5 or more absences will result in an "F" or "0" for the phase

LEAVE OF ABSENCE

The College will consider a written request for a leave of absence(LOA) and may approve an LOA after determining that the request is justifiable and there is a reasonable expectation that the student will

return to school. A student will not be assessed any additional charges because of an approved LOA. The LOA request, together with any additional LOAs previously granted, may not exceed a total of 180 calendar days in any 12- month period. Justifiable reasons for requesting an LOA include: Jury duty, military obligations, medical issues relating to the student or immediate family members, and/or issues that are beyond the students control and are or will negatively affect their ability to attend class.

To request an LOA the student must submit, in advance, in writing, a request for an LOA which includes the reason(s) for which the LOA is being requested. The LOA request must be signed and dated by the student.

Exceptions: The College may grant an LOA to a student who did not submit the request prior to the beginning of the LOA if it is determined and documented that unforeseen circumstances prevented the student from requesting the LOA in advance. The approval is contingent upon the student submitting the required request once they are able. In such circumstances, the start date of the approved LOA is the first date the student was unable to attend.

The College will notify the student within 48 hours of receipt of a request for an LOA as to approval or in the event of denial, the reasons for denial of the request. If approved, the student's contract period will be extended by the same number of calendar days approved in the LOA and an addendum to the enrollment agreement must be signed by all parties. The number of days in a leave of absence is counted beginning with the first day of an approved LOA to the last day. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required to be performed.

If a student takes an unapproved LOA or does not return by the expiration of an approved LOA the student will be withdrawn and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

MAKE UP ASSIGNMENTS/ TESTS/ RETESTS/TIME

Regularly scheduled class hours, missed assignments, test and/or retests may be made up if the following conditions are met: *

- Make-ups must be completed no later than 30 calendar days from the scheduled date of the missed class, assignment, or test.
- After the thirty days, all unexcused absences will be charged to the tuition bill.
- There will only be one make-up test allowed per subject. If the assignment or test is not made up within thirty (30) calendar days, an automatic "0" will be assigned.
- Students who achieve less than 70% on an exam may be allowed to retake the exam to achieve a higher score. Only 1 retest per exam is permitted. The results of the retest is recorded as the final test score.
- The appropriate instructor must approve and schedule requests for tests or retests.

STUDENT RECORDS, AND RECORD RETENTION

The College maintains records of the name, address, e-mail address, and telephone number of each student who enrolled in an educational program. Permanent records of the following are maintained for each student:

- The certificate, if granted and the date granted.
- The programs and hours earned for each course attended.
- The grades earned by the student throughout the program.

The College maintains, for a period of not less than five years, at its offices complete and accurate records of all the following information:

- The educational programs offered and the curriculum for each program
- The names and addresses of the members of the faculty and records of the educational qualifications of each member of the faculty.

- Any other records required to be maintained by BPPE.

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records and is addresses in this catalog.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the College to ensure students are successfully progressing both academically (qualitatively) and timely (quantitatively) through their program of study.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress on payment periods as follows:

| Program: | Clocked (actual) hours |
|-------------------------|-------------------------------|
| Cosmetology | 450, 900, 1350 |
| Barbering | 450, 900, 1350 |
| Manicurist | 200, 400 |
| Barber Crossover | 100, 200 |
| Cosmetologist Crossover | 150, 300 |

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the program.

Students may access their SAP evaluations 7 days following the end of the payment period by asking their teacher for their results.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the College will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

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

| MAXIMUM TIME ALLOWED | | | | |
|-----------------------------|----------------------|------------------------|------------------------|------------------------|
| Program | Program Hours | Weeks Full Time | Weeks Part Time | Scheduled Hours |
| Barbering | 1500 | 60 | 120 | 2250 |
| Cosmetology | 1600 | 63 | 126 | 2400 |
| Manicurist | 400 | 16.5 | 33 | 600 |

| | | | | |
|-----------------------|-----|-----|----|-----|
| Barber Crossover | 200 | 7.5 | 15 | 300 |
| Cosmetology Crossover | 300 | 12 | 24 | 450 |

A student's enrollment, full time versus part time, is defined on their enrollment agreement.

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

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the College. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

| | |
|--------------|----------------|
| 90 - 100 | EXCELLENT |
| 80 - 89 | VERY GOOD |
| 70 - 79 | SATISFACTORY |
| 69 and BELOW | UNSATISFACTORY |

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress 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

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

actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and will be required to meet with the Director to determine if the student will be allowed to continue in their program of study.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

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

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

STUDENT RULES, RIGHTS AND PROCEDURES

These are designed to industry standards and based on salon expectations; we feel there are only three primary and sound reasons for having a school rule:

- Out of respect and for the feelings, comfort, and safety of others in school, including students, patrons, and staff.
- To establish the same kind of work, conduct and habit patterns that would be expected

- of you in the typical salon where you take up your profession.
- To comply with state, federal, and accrediting expectations.

ATTITUDE, ATTIRE AND GROOMING

Cosmetology is primarily about providing customer service and satisfaction. Success in this industry is dependent on your ability to present yourself well in appearance, presentation, attitude and having the skills to make your customers want to make referrals to you and return to you herself/himself. To truly succeed in this industry, you must treat each customer as if your entire career depended on her/him.

While a student in school, in addition to learning basic cosmetology skills and techniques, you will be expected to conduct and present yourself in a professional manner through good attire, grooming and attitude always.

Attitude— The single most important aspect required to succeed in the industry. You can be one of the best skilled hairdressers, esthetician, or manicurists in the industry, but if you do not have a good attitude, you will never be a success. With a good attitude you will develop people skills and good working habits that will drive you to succeed. A good attitude will help keep you on track and be consistent with motivating your clients, your employees, and yourself. A good attitude always means treating others with respect and always making the customer feels good about herself/himself and your service.

Attire— While in school, students must follow the school dress code. The basic dress policy specifies solid black scrub tops (no prints, logos, stripes, or design): black scrub pants (ankle length, no jeans, or tights), with black closed toed walking shoes and no head covering. If there is clothing to be worn underneath the scrubs, they must be either solid black or solid white. Free day consists of closed toe shoes, no tank tops; short sleeves must cover upper arms, no overt body exposure determined by the instructors at the discretion of instructors. Conservative attire is required, and the instructor will have discretion of what is appropriate and what is not. Clothing must not be excessively loose or tight and all apparel must be clean and pressed (with no excessive stains). Facial jewelry should be avoided or kept to a minimum while in school. Detailed attire policies will be provided upon your enrollment. All students are expected to follow this dress code for the benefit of other students and the public. All dress attire must be according to gender. If the student arrives at the school without the proper attire, they will be asked to go home to change and return to school. One hour will be deducted from their timecard.

Grooming— As you are entering a salon-like atmosphere of training, good grooming is a prerequisite. This means being clean and neat. Hair, whether on the head or face, should be fashionable, orderly, and presentable in a professional manner so as not to be annoying to the public. To gain a client's confidence, you must present yourself in the best light, as the client's impression is always made upon first sight and first introduction. Obviously, proper use of deodorant, breath freshener, and clean manicured hands is important for the respect, comfort, and feelings of others. Proper presentation and sanitation are the way to win friends and influence people!

STUDENT CONDUCT

1. Personal Calls - Students are not allowed to use the College telephones for personal use, unless granted permission ahead of time. If a student receives a call at SAN LUIS OBISPO BEAUTY COLLEGE, a message will be given to the instructor. If the call is an emergency, every effort will be made to find the student and relay the message.

2. Cell phones and smart watches are not permitted to be used in the school by students.
3. Breaks - Students are allowed one break every four hours during the school day. Students taking a **lunch break** must clock out and back in, in accordance with State and school regulations. For this reason, students are not allowed to leave the building or go to the break/lunchroom, in their lunch break, unless they are clocked out on their timecards.
4. Personal conversations should be kept to a minimum. Personal visitors should wait outside the school.
5. The use of or being under the influence of any intoxicants, drugs, or narcotics is strictly forbidden and is cause for student dismissal. All such substances are not permitted on the premises.
6. Smoking - SAN LUIS OBISPO BEAUTY COLLEGE maintains a smoke-free environment. Smoking areas are designated outside the school premises. No smoking is permitted in front of any doorway or in any other area around the College, except in those specific areas so designated.
7. Food and Drinks - No food or drinks are allowed in any classroom, unless so designated.
8. You will have an assigned locker for personal possessions. SAN LUIS OBISPO BEAUTY COLLEGE is not responsible for any personal items or possessions left in the school.
9. Just as would normally be the case in most salons, every student will be assigned specific daily clean-up duties.
10. Timecards are a matter of strict State regulations and must be accurate. Students are to record on their timecard, in the area provided, the activities of their classes, assignments, operations performed, etc. All entries and computations are to be made, in pencil, by the student on his or her own individual card. Timecards are property of SAN LUIS OBISPO BEAUTY COLLEGE and must remain on the property of the school. Taking home timecards will result in disciplinary action.
11. Students clocking timecards, other than their own, or falsifying timecards are subject to immediate expulsion. Students who leave the building while clocked in are subject to immediate suspension, up to and including expulsion.
12. To thoroughly prepare you for your professional future, we ask that all duties and assignments given to the student by an instructor must be complied with. Should a student refuse any duty or assignment, he/she will be clocked out immediately for at least the balance of the day. If a student is not physically able to perform assignments, he/ she will not be allowed to attend school.
13. Students are not allowed to sell any type of merchandise to anyone on school premises.
14. A student may be suspended or terminated for unsatisfactory progress, misconduct, disrupting classes, or for infraction of the rules. In the event of a problem, a personal conference is held with the student so that there can be an opportunity for discussion and resolution of the problem.
15. Physical altercations, aggressive arguments, threats, theft, or intentional abuse of another person is grounds for immediate expulsion.
16. Please notify the school registrar immediately in writing of any changes of address or phone number.
17. Tuition payments or processing fees are to be made the first day of attendance of every week unless other arrangements have been made on the date of enrollment. The school is not permitted to have a student attend who is delinquent in tuition or processing fees. Students should get validated receipts for all monies paid to the school for tuitions. The student should verify they received proper credit against their month student status reports.
18. Any student discontinuing, transferring, or completing training is requested to check with the school registrar so that appropriate records maybe prepared.
19. Theft or Damage to Equipment – Students are required to maintain cleanliness and orderliness in the classrooms. Students who misappropriate or misuse any equipment or instructional devices may be subject to dismissal and may be billed for damaged or stolen

equipment. Equipment mishaps must be reported immediately to the respective department.

20. Drug Abuse Policy – SAN LUIS OBISPO BEAUTY COLLEGE has a zero-tolerance policy on drugs found on the campus. Anyone found abusing drugs on campus will be subject to immediate expulsion.
21. Students are required to wear their ID badge whenever they are on campus, for any reason.

Violations of the above rules may result in disciplinary action, suspension and or termination.

DISCIPLINARY PROCEDURES AND DISMISSAL

All disciplinary matters will come before the Administration, which will review the written complaint, interview the parties involved, and decide of the action to be taken. This may result in the dismissal of the charge, probation, suspension for a length of time, dismissal of the student, or other appropriate action. Termination may also be the result of a student violating the following policies: a) satisfactory academic progress, b) attendance, and/or c) the conduct policy.

Grounds for Disciplinary Action

- Unsatisfactory academic performance,
- Unsatisfactory attendance,
- Frequent tardiness or leaving early,
- Unprofessional behavior such as academic dishonesty and/or conduct that disrupts the learning process in the classroom or reflects unfavorably upon the school and/or its students. Consult your administration department for additional information.

Appeals

Should a disciplinary action such as suspension or termination be taken, the student will be notified in writing by the College. The student has ten (10) business days to appeal the decision of the College regarding the action taken and must substantiate his or her case by providing documentation where appropriate. All appeals must be made in writing. The College will form a committee who will review and take the necessary steps to resolve the appeal. The College has ten (10) business days to respond, in writing, to the student. Second appeals will not be entertained.

STUDENT COMPLAINT (GRIEVANCE POLICY)

SAN LUIS OBISPO BEAUTY COLLEGE provides a quality education to its students and maintaining an environment that is conducive to learning. However, in the event a concern or conflict should arise between the College and a student, the College's complaint resolution policy is as follows:

1. Start with the instructor - if your complaint is not resolved.
2. Consult the Lead Instructor.
3. See the Student Services Coordinator.
4. Make an appointment with the Associate Director or Director of Education.
5. Refer your complaint to the Complaint Resolution Committee, directed to:

Omar Aviles (Director) 285 South Street
San Luis Obispo, CA 93401.

In addition, Student Request Forms are available for students to put their requests in writing. The Student Services Coordinator ensures that the request is submitted to the

associate director for action. If the student has a concern, the Student Services Coordinator makes the necessary arrangements for the student to meet and discuss their concern with the instructor and the associate director. If no resolution is reached, the Student Services Coordinator arranges for the student to meet with the Director of Education. If the concern is still outstanding, a committee is formed to review the circumstances and resolve any issue. The student will receive a written response to complaints submitted in writing within 10 days of the School's receipt of the complaint.

Any student, who, after having exercised the student complaint procedures and having made every attempt possible to find a resolution to the issue, yet remains unsatisfied, has the right to forward the complaint to one of the following agencies as applicable:

Bureau for Private Postsecondary Education

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

Physical Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834

Phone: (916) 574-8900, **Toll Free:** (888) 370-7589, **Main Fax:** (916) 263-1897

Website: www.bppe.ca.gov

FINANCIAL POLICIES AND PROCEDURES

TUITION AND FEES

Tuition is disclosed and agreed upon at the time of enrollment. All terms and obligations are reflected in the enrollment agreement. Tuition is due and payable on the first day of class unless other arrangements have been made with the Financial Planning Department. Payments must be made consistently and on time, otherwise late payment penalties may be assessed.

It is the student's responsibility to repay the full amount of any loans plus interest, which were obtained for the program of instruction, less the amount of any refund if applicable. Failure to meet the terms of a promissory note will result in default (if applicable). Defaulting on a payment plan will have serious consequences.

Tuition is charged by period based upon hours of instruction elapsed. The Barber and Cosmetology programs have 4 periods, each representing 25% of the program hours. The Manicurist program has two periods, each representing 50% of the program hours. The tuition charged for the first period of instruction is at a higher cost per hour due to the faculty student ratios required for the instruction provided in the first periods. The Barber and Cosmetology crossover programs have a single payment period. The costs for the programs are as follows:

| Period | Charges | Barber | Cosmetology | Manicurist | Barber Crossover | Cosmetology Crossover |
|-----------------------------|-------------------|-------------|-------------|------------|------------------|-----------------------|
| 1 | Registration Fee: | \$100.00 | \$100.00 | \$100.00 | \$100.00 | \$100.00 |
| | Tuition: | \$3,600.00 | \$4,200.00 | \$2,600.00 | \$3,000.00 | \$4,500.00 |
| | Books/Kit: | \$1,400.00 | \$1,100.00 | \$1,000.00 | \$900.00 | \$900.00 |
| | STRF | 4.50 | 5.00 | 2.00 | 1.50 | 2.50 |
| 2 | Tuition: | \$1,800.00 | \$1,800.00 | \$1,500.00 | | |
| 3 | Tuition: | \$1,800.00 | \$1,800.00 | | | |
| 4 | Tuition: | \$1,800.00 | \$1,800.00 | | | |
| Total Program Costs: | | \$10,504.50 | \$10,805.00 | \$5,202.00 | \$4,001.50 | \$5,502.50 |

*The Student Tuition Recovery Fund (STRF) assessment rate for enrollment agreements is \$0.50 per \$1,000.00 of institutional charges rounded to the nearest thousand dollars from each student. Institutions shall collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment.

ADDITIONAL COSTS/ CHARGES

Students are required to dress according to the dress code. The costs to purchase a set of scrubs is estimated at \$20.00.

Additional Tuition Charges for Exceeding Contract Term

Extra Tuition will be charged for those students who exceed the term of their contract. Additional

tuition is charged at a rate of \$15.00 per hour.

Late Fees

Payment of tuition as listed on the Student Installment Contract is due and payable on the 1st, 15th, or 30th of each month depending on the arrangements made on the financial contract. Payments not made within three (3) business days of the scheduled due date will be subject to a **late charge of ¼ % per month**. If no payment is received five (5) business days after payment is due, the student will be removed from class and not be allowed to attend school until all payments are current. The student will subsequently be withdrawn.

PAYMENT OF TUITION AND FEES

Students “In” School

Payment of tuition as listed on the enrollment agreement and is due and payable on the 1st, 15th, or 30th of each month depending on the enrollment agreement specifications. If no payment is received five (5) business days after payment is due, the student will be removed from class and not be allowed to attend school until all payments are current. The student will subsequently be withdrawn.

Students “Out” of School

Payment is due on the 1st, 15th, or 30th of every month as listed in the student’s enrollment agreement. The School will discontinue services to current or graduate students who have overdue account balances and will make every effort to collect monies owed. The School will not provide grade or attendance reports, and transcripts for which the student has not made any payments. The School will not provide job placement assistance, subsequent enrollment, or any other student services until the student’s account balance is current. The School reserves the right to withhold a graduate student’s diploma and/or documentation of the hours completed until the student’s account balance is current as per the terms of the agreement signed by the student.

Re-entry

A student who withdraws and is accepted for re-entry within 6 months of their withdrawal date may re-enter under the terms and conditions of their original enrollment agreement. Students who reenter after 6 months of withdrawal are required to sign a new enrollment agreement at the current tuition and fee rates.

FINANCIAL PLANNING STUDENT RIGHTS

Students have the right to know:

- (1) Types of payment plans available at SAN LUIS OBISPO BEAUTY COLLEGE,
- (2) The basis for eligibility and the process of fulfilling these needs.
- (3) The refund policy of the school, including the pro rata refund policy.

This information is available at the Financial Planning Department and contained within this catalog.

CANCELLATION, WITHDRAWAL, AND REFUND POLICY

STUDENT’S RIGHT TO CANCEL:

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. 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 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the

following address: 285 South Street San Luis Obispo, CA 93401. This can be done by mail or by hand delivery.

3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and however expressed, 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 after the cancellation date specified above, the College will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

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 of tuition if 60 percent or less of the scheduled hours in the current payment period in your program though your last day of attendance, have elapsed. If a student withdraws from the program of instruction after the period allowed for cancellation, but prior to over 60% of the hours in the period of enrollment having elapsed, the College will remit a refund of tuition less a \$150.00 administrative fee within 45 days following the student's withdrawal. The student is obligated to pay only for the educational services rendered and for the unreturned supplies or equipment (if any) plus the administrative fee mentioned above. If over 60% of schedule hours for the payment period in which the student is withdrawing have elapsed, then 100% of tuition is earned by the Beauty College, and no refund is due the student.

To withdrawal from a program you may provide written notice to the following address: 325 E. Betteravia, Santa Maria, CA. 93454. This can be done by mail or by hand delivery.

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies the institution of the student's withdrawal or the institution terminates the student's enrollment for failure to:

1. maintain satisfactory progress,
2. abide by the rules and regulations of the institution,
3. attend classes for a two-week period or absences more than maximum set forth by the institution,
4. return as scheduled from an approved leave of absence and/or
5. meet financial obligations to the College.

For determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

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

If the 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.

(CEC §94911(f))

If a student defaults on a federal or state loan, both of the following may occur: (1) The federal or state government or a third party loan guarantee agency may take action against the student which may include garnishing an income tax refund; and (2) The student may not be **eligible** for any other government financial assistance at another institution until the loan is repaid. (CEC§94911(g)(1)(2))

Refunds: If any refunds are due based on the institutional refund policy calculation, refunds will be issued within **45 days** from the date of the determination (date your withdrawal was determined).

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

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

Sample California State Refund Calculation

A student withdraws from the cosmetology program after 4 weeks, and 160 hours of the 400 hours of instruction in the first period. 400 hours- 160 hours= 240 hours of instruction remaining in the period. 240 hours of remaining instruction divided by 400 hours in the period = 60% of unearned tuition. The refund amount would be the determined as follows:

COST FOR PERIOD OF ENROLLMENT

| | | |
|----------------------|--------------------------|--------------------|
| Registration Fee: | \$100.00 | |
| Tuition: | \$3,822.23 | |
| Books/Kit: | \$1,077.77 | |
| Misc./Other: | \$0.00 | |
| TOTAL COSTS: | <u>\$5,000.00</u> | As stated on EA |
| | | |
| Total Costs | \$5,000.00 | |
| Unearned Tuition | -\$2,293.34 | (\$3,822.23 X 60%) |
| Plus Admin Fee | +\$150.00 | |
| Refund Amount | <u>\$2,856.66</u> | |

Return Policy for Kit Rentals

When a student purchases a cosmetology, manicuring kit, or barber kit, the sale is final. There are no refunds on kits and textbooks.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF)

5 CCR § 76215

§ 76215. Student Tuition Recovery Fund Disclosures.

(a) The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic

loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

(b) It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the **Bureau for Private Postsecondary Education**
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818. **Physical Address:** 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 **Phone:** (916) 574-8900, **Toll Free:** (888) 370-7589, **Main Fax:** (916) 263-1897 **Website:** www.bppe.ca.gov. Student Tuition Recovery Fund **Email:** strf@dca.ca.gov

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

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

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

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

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

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

OBTAINING A LICENSE TO PRACTICE IN THE FIELD

Training is the main step of how to become a licensed cosmetologist, barber, esthetician, or manicurist, but you will also need a license to practice. Almost all states offer a cosmetology license of some kind. The licensing process can vary, and it is important to stay current on your state's requirements. After completing your course, you will need to take a state licensing exam to gain clearance to begin working in the profession you trained. The written exam covers your knowledge of the procedures, and skills for the profession. Some states require a practical component, where you perform procedures under observation. The extra fees of getting licensed vary by state but are an estimated \$150-250 total for your application and exam.

In California, The Barbering and Cosmetology Act governs the licensing of cosmetologists, barbers, estheticians, and manicurists. Please refer to https://www.barbercosmo.ca.gov/laws_regs/laws.shtml for The Barbering and Cosmetology Act in its entirety. Below we have provided the required qualifications for students who have completed one of our programs.

Qualifications to Take the California State Examination

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

- (a) Is not less than 17 years of age.
- (b) Has completed the 10th grade in the public schools of this state or its equivalent.
- (c) Is not subject to denial pursuant to Section 480 (referenced below).
- (d) Has done any of the following:

For Cosmetology Exam:

- (1) Completed a course in cosmetology from a school approved by the board.
- (3) Holds a license as a barber in this state and has completed a cosmetology crossover course in a school approved by the board.

For Barbering Exam:

- (1) Completed a course in barbering from a school approved by the board.
- (5) Completed a cosmetology course in a school approved by the board and has completed a barber crossover course in a school approved by the board.

For Esthetician Exam

- (1) Completed a course in skin care from a school approved by the board.

For Manicurist Exam

- (1) Completed a course in nail care from a school approved by the board.

Denial of Licenses

[480 - 489] in part states:

(a) Notwithstanding any other provision of this code, a board may deny a license regulated by this code on the grounds that the applicant has been convicted of a crime or has been subject to formal discipline only if either of the following conditions are met:

- (1) The applicant has been convicted of a crime within the preceding seven years from the date of application that is substantially related to the qualifications, functions, or duties of the business or profession for which the application is made, regardless of whether the applicant was incarcerated for

that crime, or the applicant has been convicted of a crime that is substantially related to the qualifications, functions, or duties of the business or profession for which the application is made and for which the applicant is presently incarcerated or for which the applicant was released from incarceration within the preceding seven years from the date of application. However, the preceding seven-year limitation shall not apply in either of the following situations:

(A) The applicant was convicted of a serious felony, as defined in Section 1192.7 of the Penal Code or a crime for which registration is required pursuant to paragraph (2) or (3) of subdivision (d) of Section 290 of the Penal Code.

Please refer to https://www.barbercosmo.ca.gov/laws_regs/laws.shtml for a complete listing of sections 480-489 addressing the denial of license.

CATALOG ADDENDUM

Published 11/16/2020

CAMPUS DIRECTOR: Annette Aviles

ADMISSIONS DEPARTMENT

Admission's Officer: Annette Aviles

FINANCIAL PLANNING/RECORDS DEPARTMENT

Bookkeeper and Records: Susan Aviles

JOB PLACEMENT/CAREER SERVICES DEPARTMENT

Placement/Default Management Representative/ Attendance Coordinator: Annette Aviles

RECEPTION

Receptionist: Open

LABORATORY

Lab. Technician: Open

FACUTY/ QUALIFICATIONS

Omar Aviles
Cosmetology Licensed for 49yrs. Instructor for 19 yrs.

Alicia Zuniga
Cosmetology Licensed for 6yrs. Barber License 6yrs.
Instructor for 4yrs.

Annette Aviles
Cosmetology Licensed for 12 yrs. Manicuring Licensed
for 15 yrs. Barber Licensed for 5 years. Instructor for 11 yrs.

PROGRAM(S) TAUGHT

Cosmetology, Manicuring

Cosmetology, Barber, Manicuring

Cosmetology, Barber, Manicuring