

www.lisc.online

# School Catalog

January 2022-January 2023



# LEARNING INSTITUTE OF SOUTHERN CALIFORNIA

1790 N. Imperial Ave El Centro, Ca 92243

• Barber Course • Crossover Course • Instructor Course



760-970-4423

## Table of Contents

Section	Page #	Section	Page #
Syllabus	3-4	Faculty	5
ADMINISTRATION OFFICE HOURS AND LOCATION	5	TARDINESS	19
APPROVAL DISCLOSURE STATEMENT	5	LEAVE OF ABSENCE	19
MISSION STATEMENT	5	PROBATION AND SUSPENSION POLICY	19
EDUCATION OBJECTIVES	3	CLOCK HOUR POLICY	20
APPROVALS	6	SCHOOL CLOSURE POLICY	20
ACCREDITATION	6	STUDENT COMPLAINT	20
ADMISSION REQUIREMENTS	6	STUDENT COMPLAINT / GRIEVANCE PROCEDURE	20-21
CREDIT FOR PREVIOUS TRAINING	6	CURRENT FESS AND TUITION	18 - 19
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION	6	STUDENT'S RIGHTS AND RESPONSIBILITIES WITH STUDENT TUITION RECOVERY FUND (STRF)	22
CLASS START DATES	6	REQUIRED UNIFORM	22
<b>ORIENTATION</b>	<b>7</b>	REQUIRED STUDENT TOOL KIT	25
CALENDAR/HOLIDAYS	7	REQUIRED TEXTBOOK/WORKBOOK	24
FOREIGN STUDENTS	8	SATISFACTORY ACADEMIC PROGRESS POLICY:	25-26
ENGLISH AS A SECOND LANGUAGE	7	TRANSFER HOURS	27
INSTRUCTIONAL FACILITIES/EQUIPMENT	10	<i>PRE-APPLICATION POLICY</i>	27
LIBRARY	5	REFUND,CANCELATION, & WITHDRAWAL POLICY	28
BANKRUPTCY	10	RETURNED CHECKS	29
FINANCIAL AID/WIOA Funding	8	NON-PAYMENT DROP SCHEDULE	30
COURSES OFFERED	10-15	ABILITY-TO BENEFIT	7
DISTANCE TRAINING	15	LETTER FROM DIRECTOR	30
HOUSING:	15	FACULTY	5,33
STUDENT RECORDS	16	PLACEMENT SERVICE	7
FAMILY EDUCATION RIGHTS AND PRIVACY ACT	16	EXPERIENTIAL LEARNING	7
ATTENDANCE POLICY	17		
ABSENCE	15		

## Syllabus

### Instructors

Fernando B. Lynn

Veronica Vaal

Oscar Mejia

### Phone

760-970-4423

### Email

info@lisc.online

### Office

#### Location

1790 N. Imperial  
Ave

El Centro, Ca  
92243

### Office Hours

Mon-Fri 10am-5pm

## Course Overview

The Barber program is designed to train students for successful completion of the 1000-hour course. Students will learn based upon the 3-Phase model. Completion of the course shall prepare students for the State Board of Barbering and Cosmetology licensure exam in California. Upon receiving a license, graduates will be qualified to work in a licensed establishment.

## Course Objective

This course covers the State Board of Barbering and Cosmetology laws and regulations. Students will be trained in infection control, safety, and disinfection. Other lessons include using tools, supplies, equipment, and customer service for the salon environment. The practical service (hands-on) lessons shall consist of teaching:

- Haircuts
- Shaves
- Chemical Services
- Hair color
- Skin care
- State Board rules and regulations
- Business Preparation
- State Board Exam

(see minimum required services in Course Description pg.11)

## Required Text

Milady Standard Barbering 6<sup>th</sup> Edition, Cengage

- Textbook
- Workbook
- E-book (optional)
- Online Access Code Cengage/Milady online portal
- Spanish Version (Spanish Course)
- Google Classroom (Distance Learning)

## Course Materials

Student Barber Kit shall be provided at enrollment. Tools included:

- Clippers
- Trimmer
- Shears
- Shavers
- Razors

- Manikin heads
- Hair product
- Electronic Device (Distance Learning)

## Method of Instruction

The approved curriculum shall be given in practical and theory lessons. Practical lessons to be taught live in-person. Theory lessons are available through Distance Learning. (paper version available also).

### Distance Learning (Theory Only)Hybrid

Theory assignments, tests, and book work to be due by every weekly lesson. Work due to be graded as follows:

- 100% - 90% A Excellent
- 89% - 80% B Very Good
- 79% - 70% C Average
- 69% - 60% D Below Average
- 59% - Below F Unsatisfactory



## Course Schedule(Clock-Hours)

0-300 Hours (Phase 1)

301-700 Hours (Phase 2)

701-1000 Hours (Phase 3)

### ADMINISTRATION OFFICE HOURS AND LOCATION

Applicants for admission can get additional information at our schools

Administration office located at 1790 N. Imperial Ave. El Centro, CA 92243 or by calling 760-970-4423. Our

Administration office is opened 10:00 am to 5:00 pm Monday thru Friday

It is our institutional policy that prior to enrollment, (signing the enrollment agreement) the institution will provide and encourage prospective students to review the institutional catalog, the School Performance Fact Sheet and other disclosures. These documents will assist the student to make an educated selection of the programs of study offered by this institution. The institutional catalog and disclosures are updated annually by the dates on the cover page. All COVID-19 restrictions and Distance Learning information to be explained and assessed by each student prior to enrollment.

This catalog and its contents are valid thru **January 31, 2023**. Learning Institute of Southern California reserves the right to modify and change its programs, tuition and fees, admission and graduation requirements, schedules and other policies and regulations as stated in the catalog as necessary, with the approval of the Bureau for Private Postsecondary Education. If changes in educational programs, educational services, procedures or policies are required to be included in our school catalog by statute or regulation implemented before the issuance of the annually

updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

## APPROVAL DISCLOSURE STATEMENT

Learning Institute of Southern California is a private school and is approved to operate by the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94909 in 2013. The Bureau's approval means that the school and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. Courses must be renewed annually and are subject to continuing review. Approved are the following courses:

- **Barber Program- 1000 Hours**
- **Barber Crossover -200 Hours**

## MISSION STATEMENT

Our purpose is to educate students in the field of Barbering, Beauty, and Esthetics. Our mission is to instruct students with hands-on techniques and classroom theory so that our graduates will be prepared to pass the California State Barber exam for an entry level position of employment in the Barber and Beauty industry.

## EDUCATION OBJECTIVES

Our primary objective is to provide each enrolled student with a high-quality barber educational program in an environment that is conducive to attaining salon skills by adopting a straightforward, pragmatic methodology. It is our goal that each of our students can become successful barbers, stylists, and skin-care techs in the State of California by being able to provide quality service to the consumer.

## Faculty

Fernando B. Lynn – Instructor – Licensed Barber- 5 Years' experience Bi-Lingual English/Spanish

Oscar Mejia - Instructor - 20 years Experience - Bi lingual English Spanish

Alidza Orantes - 13 Years Make-Up Artist, 2 Years Barber

Hector Gonzalez- 2 Years Barber

## LIBRARY

Library resources are available for use that includes industry related books and catalogs as well as current magazine publications.

Library area will be located at the reception desk and students will be required to sign out library material. E-books available at [www.cengage.com](http://www.cengage.com)

## APPROVALS

The following National and California State agencies have set minimum standards for our program of studies:

Department of Consumer Affairs (DCA)

Consumer Information Division

1625 N. Market Blvd. Suite N 112

Board of Barbering and Cosmetology (BBC)

2420 Del Paso Road Suite 100

Sacramento, CA 95834

Sacramento, California 95834  
www.dca.ca.gov  
(P) 800-952-5210

(P) 800-952-5210 (F) 916-575-7281  
www.barbercosmo.ca.gov



Bureau for Private Postsecondary  
Education (BPPE)  
1747 N. Market Blvd. Ste 225  
Sacramento, CA 95834  
(P) 888-370-7589 (F) 916-263-1897  
www.bppe.ca.gov

Department of Rehabilitation  
2010 Iowa Ave. BLDG. E Suite 100  
Riverside, Ca. 92507  
(P) 951-782-6650  
[www.dor.ca.gov](http://www.dor.ca.gov)

**America's Job Center of California-El Centro  
Employment Development Department**  
1550 W Main Street  
El Centro, CA 92243  
Phone: (442)265-7579  
Fax: (760)336-4001

**America's Job Center of California-Brawley**  
860 Main Street  
Brawley, CA 92227  
Phone: (442)265-5376  
Fax: (760)344-6558

**America's Job Center of California-Calexico**  
301 Heber Avenue  
Calexico, CA 92231  
Phone: (442)265-6192  
Fax: (760)768-7182



The school's approval to operate as a private postsecondary school in the State of California is based on provisions of the California Private Postsecondary Education Act of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

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

1747 N. Market Blvd. Ste 225  
Sacramento, CA 95834  
Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
P: (888) 370-7589 or by fax (916) 263-1897  
P: (916) 431-6959 or by fax (916) 263-1897

## ACCREDITATION

LEARNING INSTITUTE OF SOUTHERN CALIFORNIA is currently non-accredited for the Barber, Barber-crossover, and Instructor courses. These programs are non-degree courses.

Students are still eligible to sit for the California State Board of Barbering and Cosmetology Barber License Exam with successful completion of our educational programs as well as meet the requirements as regulated by California State Board of Barbering and Cosmetology.

To become a Licensed Barber in the State of CA you must, complete a Barber Program or Apprenticeship, apply for a California Barber License, Take and Pass the Required Barber Examinations  
Maintain your California Barber License

Students enrolled in an unaccredited institution are not eligible for federal financial aid programs.

Please review form on Page 29 titled DENIAL, SUSPENSION AND REVOCATION OF LICENSES for detailed information regarding denial, suspension and revocation of California barber license as regulated by BUSINESS AND PROFESSIONS CODE – BPC DIVISION 1.5. DENIAL, SUSPENSION AND REVOCATION OF LICENSES [475 - 499]

## Admission Requirements

Students must be at least 16 years old at time of enrollment, and must be at least 17 years of age to take the state board exam. High School diploma, GED, or equivalent is recommended to take any course at Learning Institute of Southern California, but not required.

## Ability-to Benefit

A. Applicant must provide a copy of his/her High School Diploma, or its recognized equivalent, GED, California State Proficiency Test, state-issued credential for secondary school completion if homeschooled, or a transcript showing high school completion, or

B. Students who were enrolled in an eligible education program of study before July 1, 2012 may continue to be considered eligible under the ATB (Ability to Benefit) test or credit hour standards. Visit [www.accuplacer.org](http://www.accuplacer.org)  
 See test information below:

Test	Publisher	Passing Scores	Audience	Effective Date
ACCUPLACER (Reading Comprehension, Sentence Skills, and Arithmetic)	The College Board, 250 Vesey Street, New York, New York 10281 Telephone (800) 607-5223 Fax (212) 253-4061	Reading Comprehension – 55 Sentence Skills – 60 Arithmetic – 34	General	Nov 1, 2002

Tuition assistance required items:

Students that are admitted in the program of [Barber Program \(1000 Hours\)](#) must meet the following criteria:

- A) Applicants must provide a copy of his/her high school diploma, GED or its equivalent or Students without a high school diploma or its equivalent must successfully pass an ability to benefit test.
- B) Students must show valid legal photo identification and a social security card
- C) Ability-to Benefit Test may be taken on Accuplacer.org

Students that are admitted in the program of [Barbering Crossover \(200 Hours\)](#) must meet the following criteria:

- A) Applicants must be a licensed Cosmetologist in the state of California.
- B) Students must be at least 17 years old at the time of enrollment.

- C) Students must show valid legal photo identification and a social security number

Students that are admitted in the program of [Instructor Program \(200 Hours\)](#) must meet the following criteria:

- A) Applicants must have a State Board of Barbering and Cosmetology professional license from their prospective state.
- B) Students must be at least 18 years old at the time of enrollment.
- C) Students must show valid legal photo identification and a social security number

LEARNING INSTITUTE OF SOUTHERN CALIFORNIA reserves the right to verify the authenticity of the diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation. If a transcript is not available, the institution shall require the student to take an ability-to-benefit test. Any foreign documents must be translated by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a US high school diploma prior to submitting them to LEARNING INSTITUTE OF SOUTHERN CALIFORNIA. The institution has not entered into an articulation or transfer agreement with any other college or university.

### CREDIT FOR PREVIOUS TRAINING

Appropriate credit may be granted for prior training hours at the discretion of LEARNING INSTITUTE OF SOUTHERN CALIFORNIA and upon verification by admission officials of its validity of any transcripts submitted under the Cosmetology & Barber Act and Board of Barbering and Cosmetology Rules and Regulations. Students transferring from another school of Barbering in California must furnish a valid Proof of Training document from a licensed California Barbering school. The college may not elect to accept all or any of the previous hours of training and operations. All out of state applicants must furnish the FORM C of credit hours from the California Board of Barbering/Cosmetology and it must be notarized from the previous school attended. The transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contract hours at the institution.

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

The transferability of credits you earn at Learning Institute of Southern California is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in our educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn in the following courses ( ) 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 Learning Institute of Southern California to determine if your certificate will transfer.

---

### BANKRUPTCY

This institution has no pending petition in bankruptcy nor is it operating as a debtor in possession. This institution has not filed a petition within the preceding five years, nor has 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.

### FINANCIAL AID

LEARNING INSTITUTE OF SOUTHERN CALIFORNIA does not participate in State or Federal financial aid assistance from Title V funding. If the student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of the refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds. LEARNING INSTITUTE OF SOUTHERN CALIFORNIA participates in TITLE I federal funding program. WIOA ds are available via:

**America's Job Center of California-EI Centro  
Employment Development Department**



1550 W Main Street  
El Centro, CA 92243  
Phone: (442)265-7579  
Fax: (760)336-4001

### CLASS START DATES

Class start dates will be 1<sup>st</sup> and/or 2<sup>nd</sup> Tuesday of the month, or at least 7 days after enrollment.

### ORIENTATION

Class orientation will be the 1<sup>st</sup> day of class, during the first hour of class. Class orientation will consist of going over school rules and regulations, class schedule, emergency exits and answering any questions.

### EXPERIENTIAL LEARNING

Learning Institute of Southern California does not give credit for experiential learning.

### PLACEMENT SERVICES

Learning Institute of Southern California does not guarantee job placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Results from the State Board (if applicable) license examination are recorded as passed or failed. Students that failed the exam are encouraged to return to Learning Institute of Southern California for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is provided by reviewing the listings of prospective employers seeking employees, reviewing their job requirements, salary, and other pertinent information. Students are referred for interviews and the results of these interviews are recorded in the placement register. The school may show prospective students this register upon request.

### CALENDAR/HOLIDAYS

LEARNING INSTITUTE OF SOUTHERN CALIFORNIA is closed on Sunday and the following holidays and breaks:

#### **2022 Holidays and Breaks**

- JANUARY 1<sup>ST</sup> NEW YEARS DAY
- JANUARY 17<sup>TH</sup> MLK DAY
- FEB 21<sup>ST</sup> PRESIDENT'S DAY
- APR 15<sup>TH</sup> GOOD FRIDAY
- MAY 30<sup>TH</sup> MEMORIAL DAY
- JULY 4<sup>TH</sup>-6<sup>TH</sup> INDEPENDENCE DAY
- SEPTEMBER 5<sup>TH</sup> LABOR DAY
- OCT 10<sup>TH</sup> INDIGENOUS PEOPLES DAY
- NOVEMBER 21<sup>ST</sup>-25<sup>TH</sup> FALL BREAK
- DECEMBER 19<sup>TH</sup>-JANUARY 2<sup>ND</sup> WINTER BREAK

A special holiday may be declared for emergency or special reasons. Holy Days of all religious beliefs are respected and allowed. School closure dates subject to change.

## FOREIGN STUDENTS

LEARNING INSTITUTE OF SOUTHERN CALIFORNIA accepts students from outside the United States and will vouch for student status. However, visa services are not provided. Foreign students must have documentation granting permission to study in the United States.

Due at admission; International High School diploma or transcripts translated in English. Minimum requirements for proof of English proficiency to enroll in the course of study. (See English as a Second Language Pg 10).

## ENGLISH AS A SECOND LANGUAGE

Students of English as a second language shall be required to participate in an English proficiency exam:

Test	Publisher	Passing Scores	Audience	Effective Date
Combined English Language Skills Assessment (CELSA) Forms 1 and 2.	Association of Classroom Teacher Testers (ACTT) 1187 Coast Village Road, Suite 1, #378, Montecito, CA 93108 Telephone (805) 965-5704 Fax (805) 965-5807 email: actt@cappassoc.com	Form 1 – 97 Form 2 – 97	Students whose native language is not English and who are not fluent in English	November 1, 2002

## INSTRUCTIONAL FACILITIES/EQUIPMENT

All courses are taught at our Main Campus at 1790 N. Imperial Ave. El Centro, CA 92243. The location is a modern (5,000 sq. ft.) air-conditioned facility with its own parking area. The facility includes a spacious practical area, theory room for classroom, shampoo area, and skin care area. This location is centrally located with access to all public transportation. The facilities to simulate salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. A student lounge is provided for the student's use. Our students learn to practice managing the reception desk, logging patrons in, answering the telephone, operating the cash register, inventory control and assisting in operating our supply system. Our objective is to help the student become "salon-ready." The following equipment will be made available for students to use:

- Haircut Stations with Mirrors
- Haircut/Barber Chairs
- Hair Dryer Stations
- Shampoo Stations
- Non-Electric Curling Irons
- Towel Warmer
- Mannequin Heads
- Mannequin Head Tripods
- Hot Lather Machine
- Color and Supply Room
- Timeclock
- School Desks



## LIBRARY

Library resources are available for use that includes industry related books and catalogs. Library area will be located at the reception desk and students will be required to sign out library material.

## BANKRUPTCY

This institution has no pending petition in bankruptcy nor is it operating as a debtor in possession. This institution has not filed a petition within the preceding five years, nor has 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.

**COURSES OFFERED**

**DESCRIPTION OF BARBER PROGRAM**

This course covers all phases of barbering including cutting, trimming, shampooing, styling hair, trimming beards and shaving. Successful completion of this course and successful completion of the State Board National Examination and Licensure will allow the graduate to work in positions such as:

United States Department of Labor’s Standard Occupational Classification Code:

39-5011 Barbers

39-5010 Barbers, Hairdressers, Hairstylists and Cosmetologists

The curriculum for students enrolled in a barbering course shall consist of one thousand (1000) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act.

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:

**MINIMUM SPECIFIED PRACTICAL OPERATIONS:**

**50** Hair Styling

**25** Permanent Waving and Chemical Straightening

**25** Hair Coloring and Bleaching

**75** Hair Cutting

**25** Shaving

**MINIMUM HOURS OF TECHNICAL INSTRUCTION:**

<p><b>Health and Safety:</b> Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.</p> <p><b>Board Approved Health &amp; Safety Course (B&amp;P 7389(a)):</b> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.</p>	100
--	-----

<p><b>Disinfection and Sanitation:</b> Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.</p>	100
--	-----

<b>Chemical Hair Services:</b> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	200
--	-----

<b>Hairstyling Services:</b> Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and non chemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	200
---	-----

<b>Shaving and Trimming of the Beard:</b> Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	200
<b>Skin Care and Facials:</b> Including instruction on preparing face for skin care services and assessing the condition of the client's skin, performing facial techniques, and applying antiseptic following facial services, and massaging the face and rolling cream massages.	100
<b>Business of Barbering:</b> Including instruction and principals to prepare students for licensure, working behind the chair, and opening a business. Teach students the difference between renting a booth, working for commission, working for salary/hourly, and self-employment.	100

TECHNICAL INSTRUCTION means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides, and examination. PRACTICAL INSTRUCTION means the actual performance by the student of practical services on live-clients, other students and/or mannequin heads. Practical services to be done using student toolkit:

Tools

Barber Student Toolkit

- Clippers
- Trimmers
- Shears
- Razors
- Combs
- Guards/Attachments
- Brushes
- Curling Iron
- Blow Dryer
- Tint Brush

- Tint Bowl
- Neck Strips
- Mannikins
- Tripod

ADDITIONAL TRAINING: Communication skills that include professional ethics, salesmanship, record keeping, client service record cards, preparing a resume, employment development, desk and reception, and other subjects relating to the Barbering field.

### EDUCATIONAL GOALS

The Barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber, Stylist, Master Barber, or Barber Shop Operator.

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their textbooks, perform actual practical operations (services) on another person or mannequin, and must take and pass assigned tests with a grade point average of 78% (C+) or better.

### COVID-19 Update

**Students will attend group sessions on campus, online classwork and perform services at home during the COVID-19 reopening effort to keep the virus from transmitting.**

The student will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, shaving, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, attire, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student performing client services (practical operations). Each unit of instruction is divided into six levels of instruction,

- (1) Theory classes, (lectures and demonstration)
- (2) Theory testing, (written, electronic, and oral)
- (3) Practical operation demonstrations,
- (4) Practical operations on mannequin or another person
- (5) Complete operations performed on another person
- (6) Performance reviews (progress evaluations, see satisfactory progress policy).

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall complete Theory with a grade average of "C" (78%) or better and all Operations required by the Board of Barbering & Cosmetology

GRADUATION REQUIREMENTS: Completion certificates will be issued after completion of the entire program and all tuition or any other fees are paid in full or otherwise accounted for. Classroom and lab instruction will be tested. The student must achieve a passing grade to receive a completion certificate. Students will be permitted to retest for any grade below passing. GRADUATION REQUIREMENTS:

- Shall have completed Theory and Operations required by California State Board of Barbering & Cosmetology.
- Average of "C" (78%) or better. Completed 3 Shave Practical Final before completion of program.
- Maintain 80% weekly attendance rate.

### LICENSING REQUIREMENTS

Applicants must be at least 17 years of age, completed the 10th grade in a public school or its equivalent, committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code and completed the required hours in a Board approved school. A Barbering 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 licensing exam with minimum scores as required by the licensing agency.

**SEQUENCE AND FREQUENCY OF CLASS SESSIONS:** Class sessions are held daily, Monday thru Friday. Due to the nature of clock hour programs such as this one, specifics of sequence and frequency of class sessions vary depending on the student's schedule.

#### REQUIRED WRITTEN MATERIALS/Books

The following textbooks are used in this course and are supplied by the school as part of the student kit: Milady's Standard Professional Barbering, June 2017, Milady's Standard Professional Barbering Theory Workbook, June 2017. Spanish text is also available.

#### GRADING PROCEDURES

Students are graded on both written and practice evaluations throughout the course. Written exams are administered after every unit of study and at the end of the freshmen module. Students must obtain a minimum of 78% on this freshmen final as a requisite of exiting the freshmen curriculum and entering the clinic floor. Practical evaluations are administered on a continuing basis throughout the program. Practical evaluations are on a Pass/Fail basis, entering our grading system as 100% upon completion. If the practical evaluation does not meet satisfactory requirements, it is not counted, and the performance must be repeated. There are three exceptions to the Pass/Fail system. These are: the 300 Hour Assessment ("Practical Freshman Final), 600 Hour Assessment and the Practical Mock State Board Exam, all of which are graded out of 100%. Students must maintain an average of 78% prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100% - 90% A Excellent  
89% - 80% B Very Good  
79% - 70% C Average  
69% - 60% D Below Average  
59% - Below F Unsatisfactory

#### DESCRIPTION OF BARBER CROSSOVER COURSE:

This course covers all phases of barber crossover including cutting, trimming, shampooing, styling hair, trimming beards and shaving, not covered in the Cosmetology course. Students enrolling in the Barber Crossover course are currently licensed Cosmetologists in California. Successful completion of this course and successful completion of the State Board National Examination and Licensure will allow the graduate to work in positions such as: United States Department of Labor's Standard Occupational Classification Code:

39-5011 Barbers

39-5010 Barbers, Hairdressers, Hairstylists and Cosmetologists

The curriculum for students enrolled in a barber crossover course shall consist 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*.

Admission Minimum Requirement:

Students that are admitted in the program of Barber Crossover (200 Hours) must meet the following criteria:

- Students must be at least 18 years old at the time of enrollment.
- Students must have a current California Cosmetology license.
- Students must show valid legal photo identification and a social security number

Minimum Prior Education/Preparation/Training

- Current California Cosmetology license
- Successful completion of Cosmetology course (1600 hours)
- 0 General Education units are required for admission

For this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations instruction 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 in a practical area. Technical instruction and practical training shall include the following hours:

**MINIMUM SPECIFIED PRACTICAL OPERATIONS:**

80 Shaving  
80 Haircutting

**MINIMUM HOURS OF TECHNICAL INSTRUCTION:**

1. Laws and Regulations-10
2. 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 -10
3. 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.-10
4. Haircutting (Shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting) -20
5. Shaving Preparation and Performance (Shall include 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.)-100
6. State Board Exam Preparation (Shall include full preparation for the state board examination)-50

TECHNICAL INSTRUCTION is instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.

Students will use classroom setting for chapter lectures, chapter tests and state board theory.

PRACTICAL INSTRUCTION is the actual performance by the student of complete services on another person or a mannequin from their workstations. Students working from workstations will complete at least 5 practical services a day on live clients or mannequin heads. Practical services to be done using student toolkit:

**Barber Crossover Student Toolkit**

- Clippers
- Trimmers
- Shears
- Razors
- Combs
- Guards/Attachments
- Brushes

**EDUCATIONAL GOALS:** The Barber Crossover course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber, Stylist, Master Barber, or Barber Shop Operator. Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their textbooks, perform actual practical operations (services) on another person or mannequin, and must take and pass assigned tests with a grade point average of 78% (C) or better.

The student will learn the technical techniques and methods of performing haircuts and styling, shaving and safety and sanitation requirements. Technical instruction will be provided to students in each skill prior to the student performing client services (practical operations). Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstration) (2) Theory testing, (written and oral) (3) Practical operation demonstrations, (4) Practical operations on mannequin or other person,(5) Complete operations performed on another person, and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (78%) or better.

#### GRADUATION REQUIREMENTS:

- Shall have completed Theory and Operations required by California State Board of Barbering & Cosmetology.
- Average of "C" (78%) or better. Completed 3 Shave Practical Final before completion of program.
- Maintain 80% attendance rate.

Completion certificates will be issued after completion of the entire program and all tuition fees are paid in full or otherwise accounted for. Classroom and lab instruction will be tested. The student must achieve a passing grade to receive a completion certificate. Students will be permitted to retest for any grade below passing.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade. A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barber Crossover course as described above and passed the licensing exam with minimum scores as required by the licensing agency.

SEQUENCE AND FREQUENCY OF CLASS SESSIONS: Class sessions are held daily, Monday through Friday. Due to the nature of clock hour programs such as this one, specifics of sequence and frequency of class sessions vary depending on the student's schedule.

REQUIRED WRITTEN MATERIALS/BOOKS: The following textbook is used in this course and is supplied by the student: *Milady's Standard Professional Barbering*, June 2017. ISBN-13: 9781305100558

GRADING PROCEDURES: Students are graded on both written and practical evaluations throughout the course. Written exams are administered after every unit of study. Practical evaluations are administered on a continuing basis throughout the program. Practical evaluations are on a Pass/Fail basis, entered into our grading system as 100% upon completion. If the practical evaluation does not meet satisfactory requirements, it is not counted, and the performance must be repeated. The only exception to the Pass/Fail system is the Practical Mock State Board Exam, which is graded out of 100. Students must maintain an average of 78% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

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

#### **DESCRIPTION OF INSTRUCTOR COURSE:**

This course covers all phases of the Instructor course including creating lesson plans, grading, teaching, online lesson theory, demonstrations, and the ability to work with students on a case-by-case matter. Students enrolling in the Instructor course are currently licensed barbers or cosmetologists in California. Successful completion of this course and can lead to employment as an Instructor.

United States Department of Labor's Standard Occupational Classification Code:

39-5011 Barbers

39-5012 Barbers, Hairdressers, Hairstylists and Cosmetologists

The curriculum for students enrolled in an INstructor course shall consist of two hundred (200) hours of technical instruction and practical training covering all practices of an instructor career.

Admission Minimum Requirement:

Students that are admitted in the program of *Instructor (200 Hours)* must meet the following criteria:

- Students must be at least 18 years old at the time of enrollment.
- Students must have current California barber or cosmetology license
- Students must show valid legal photo identification and a social security number



#### Minimum Prior Education/Preparation/Training

- Current California barber or cosmetology license
- Successful completion of barber or cosmetology course (1500-1600 hours)
- 3-years' experience in industry field work

For this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations instruction 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 in a practical area. Technical instruction and practical training shall include the following hours:

#### MINIMUM SPECIFIED PRACTICAL OPERATIONS:

50 Grading

80 Creating Lesson Plans

30 Demonstrations

#### MINIMUM HOURS OF TECHNICAL INSTRUCTION:

1. Laws and Regulations-10

2. 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 -10

3. 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-.10

4. Practical Lesson Teaching (Shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting) -20

5. Online Theory Lesson Plans (shall include learning how to create a Google Classroom, navigate through the Cengage/Milady website portal, and creating assignments using google sheets, google slides, google, forms)-100

6. Teaching State Board Exam Preparation (Shall include full preparation for the state board examination)-50

TECHNICAL INSTRUCTION is instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Students will use classroom settings for chapter lectures, chapter tests and state board theory.

PRACTICAL INSTRUCTION is the actual demonstrations of services and teaching how to use tools such as:

- Clippers
- Trimmers
- Shears
- Razors
- Combs
- Guards/Attachments
- Brushes

EDUCATIONAL GOALS: Instructor course of study is designed to prepare students for profitable employment as an instructor at a school of Barbering, Cosmetology, and Educational Classes. Instructor students shall learn how to create lesson plans using many tools such as google docs, google sheets, google forms, google classroom, and Cengage/Milady online portal (instructor version).

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks to teach and create state board preparation lessons and job entry level skills. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (78%) or better.

## GRADUATION REQUIREMENTS:

- Average of "C" (78%) or better. Completed 3 Shave Practical Final before completion of program.
- Maintain 80% attendance rate.

Completion certificates will be issued after completion of the entire program and all tuition fees are paid in full or otherwise accounted for. Classroom and lab instruction will be tested. The student must achieve a passing grade to receive a completion certificate. Students will be permitted to retest for any grade below passing.

**LICENSING REQUIREMENTS:** Must be a licensed barber or cosmetologist at time of enrollment. California does not require an Instructor license to teach in a barber, cosmetology, or skin-care private/vocational school. Credentials are required to teach in a public school of California.

**SEQUENCE AND FREQUENCY OF CLASS SESSIONS:** Class sessions are held daily, Monday through Saturday. Due to the nature of clock hour programs such as this one, specifics of sequence and frequency of class sessions vary depending on the student's schedule.

**REQUIRED WRITTEN MATERIALS/BOOKS:** The following textbook is used in this course and is supplied by the student: *Milady's Standard Professional Barbering*, June 2017. ISBN-13: 9781305100558

**GRADING PROCEDURES:** Students are graded on both written and practical evaluations throughout the course. Written exams are administered after every unit of study. Practical evaluations are administered on a continuing basis throughout the program. Practical evaluations are on a Pass/Fail basis, entered our grading system as 100% upon completion. If the practical evaluation does not meet satisfactory requirements, it is not counted, and the performance must be repeated. The only exception to the Pass/Fail system is the Practical Mock State Board Exam, which is graded out of 100. Students must maintain an average of 78% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100% - 90% A Superior Performance

89% - 80% B Above Average

79% - 70% C Average

69% - 60% D Below Average

59% - 00% F Unsatisfactory

## DISTANCE TRAINING

Learning Institute of Southern California now offers hybrid instruction through the Distance Learning plan. (See syllabus for more details pg. 2)

## HOUSING:

Estimated median household income in 2018: \$46,457

Median gross rent in 2018: \$788 for El Centro, California 92243

Learning Institute of Southern California does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. Average cost of rent in El Centro, CA is \$1,163.00 a month.

## STUDENT RECORDS

Adult students and parents of dependent minor students have the right to inspect, review and challenge information contained in their education records. Parents of students eighteen years of age and older, have access to the student file, only with the written consent of the student. A staff member must always be present. Education records are defined as files, materials and documents which contain information directly related to the student and are maintained by the institution. The school will maintain files for five (5) years. Transcripts are maintained indefinitely. Students are not entitled to inspect the financial records of their parents. Written consent is required from the student (or guardian if the student is a dependent minor) before education records may be disclosed to each third party except for accrediting commissions or governmental agencies so authorized by the law. The school does not publish student directory information. The institution complies with the Family Education Rights and Privacy Act (FERPA).

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31)
  - o School officials with legitimate educational interest:
  - o Other schools to which a student is transferring.
  - o Specified officials for audit or evaluation purposes.
    - o Appropriate parties in connection with financial aid to a student.
  - o Organizations conducting certain studies for or on behalf of the school.
  - o Accrediting organizations.
  - o to comply with a judicial order or lawfully issued subpoena.
  - o Appropriate officials in cases of health and safety emergencies.
  - o State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## STUDENT ATTENDANCE POLICY

Students attend 25 – 40 hours per week as per an agreed upon schedule in Enrollment Agreement.

Your attendance in class is vital to your successful completion of your study. Each student is asked to commit to a schedule prior to signing the enrollment agreement. This schedule will create the student a completion date on the contract. Good attendance will ensure graduation by the completion date.

Our SAP policy states each student must maintain a cumulative average weekly attendance level of 80% of the scheduled hours indicated on the enrollment contract. However, if a student only maintains 80% of attendance, this will extend the length of their program.

## ABSENCE

Absence of three days or more without notification shall be considered cause for meeting with the Admissions office to discuss making time up. Any student absent more than 14 calendar days without notifying the director will be withdrawn from enrollment.

A Student Action Form will be generated and signed by both staff and student everytime an admissions meeting is conducted. The document will be entered into the student financial file. The document will entail a description of any student matters related to: counseling, conduct, student incidents, attendance, payments, and any other matters that may require a meeting with administrative staff.

Excused absence is at the discretion of the school's administrative officials and includes illness, death or birth in the immediate family and any other valid reasons substantiated in writing. All other absences are unexcused unless you contact school personnel within three (3) school days of the day of your absence AND bring written documentation from your doctor, court worker or attorney when applicable. All unexcused absences are recorded, and the following consequences can take place:

3 unexcused absences = Admissions meeting

3 more absences (after Admissions Meeting) = Probation

Students who have more than two (2) consecutive weeks of absences (14 calendar days) will be dismissed from the institution.

## TARDINESS

If a student is more than thirty minutes late, a valid excuse will be required. 3 unexcused tardies = 1 unexcused absence. Unauthorized tardiness results in class interruptions and lost time. Repeated, unexcused tardies are cause for admissions meetings.

## LEAVE OF ABSENCE (LOA)

Occasionally, students may experience extended personal, medical, or other problems that make it difficult to attend class. The school may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. The student must submit a written request for leave of absence in advance unless unforeseen circumstances prevent the student from doing so. The request must include the reason for the student's request, the dates of the requested LOA, Student Action Form will be generated for LOA request when possible.

Each leave of absence request will be considered on an individual basis and may be granted to a student at the discretion of the school. The student will not be charged any additional school charges because of the approved LOA.

Students may be granted one leave in a twelve-month period, for a minimum of two (2) weeks. The total time for Leave of Absence may not exceed 180 calendar days.

Students returning from a LOA will be returned to the academic progress standing they held prior to the start of the leave. Students who fail to return from a LOA on the approved date of return will be considered dismissed as of the last class day of attendance prior to the start of the leave. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. With an approved LOA, the student's contact period will be extended by the same number of days taken in the LOA. An addendum to this change will be signed and dated by all parties.

Students who's tuition is paid by third party agencies/programs are subject to policies and procedures set by respected agencies.

**Violation of school attendance rules may result in suspension until further notice.**

## PROBATION AND SUSPENSION POLICY

Students may be placed on Probation for failure to meet minimum requirements of conduct and all school policies. A Student Action Form will be generated and signed by both staff and student everytime an admissions meeting for probation is conducted. The document will be entered into the student financial file. The document will entail a description of any student matters related to: counseling, conduct, student incidents, attendance, payments, and any other matters that may require a meeting with administrative staff.

Violation of probation, delayed payment of tuition, and student conduct may result in suspension from instruction until further notice. Suspension will be determined in the meeting with the student and admissions office.

## CLOCK HOUR POLICY

Students must clock themselves in/out daily. It is the student's responsibility to adhere to the clock hour policy. Violation of this could result in immediate suspension.

The Board of Barbering and Cosmetology will only recognize clock hours of attendance, which as a result the school can only give clock hour credit to students who record their attendance by using the palm scan to sign in and out at the start and end of their class day and lunch period. Each student MUST clock out when taking a lunch break. A thirty (30) minute lunch break shall be taken and clocked in/out when a student attends a 5-hour or more class day. If the student attends less than 5-hour class days and desires to take a lunch break (30 minutes), then the student must have permission from an instructor. Once theory classes have been started, no one will be allowed to enter the theory classroom. After clocking in, you are required to maintain applied effort and refrain from personal grooming, leaving the building, reading material or activities not related to your training. If this occurs, you will be asked to stop such activity or to clock out for the remainder of the day. Continued activities of this nature could result in your termination. Attendance records are retained in their entirety for 6 years by the school. The Punch Clock system used at this institution is the Uattend Punch system.

## SCHOOL CLOSURE POLICY

LEARNING INSTITUTE OF SOUTHERN CALIFORNIA shall be considered in default of the enrollment agreement when an educational program is discontinued or canceled, or the institution closes prior to completion of the educational program. If LEARNING INSTITUTE OF SOUTHERN CALIFORNIA is in default, student institutional charges may be refunded on a pro rata basis if the bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the students beyond the amount of the total charges in the original enrollment agreement. If LEARNING INSTITUTE OF SOUTHERN CALIFORNIA does not make that provision, a total refund of all institutional charges shall be made to students.

Prior to closing, LEARNING INSTITUTE OF SOUTHERN CALIFORNIA shall provide the bureau with the following: (1) Pertinent student records, including transcripts, as determined by the bureau, pursuant to regulations adopted by the bureau. (2) If LEARNING INSTITUTE OF SOUTHERN CALIFORNIA is an accredited institution, a plan for the retention of records and transcripts, approved by the institution's accrediting agency, that provides information as to how a student may obtain a transcript or any other information about the student's coursework and degrees completed. (b) Subdivision (a) applies to all private postsecondary institutions, including institutions that are otherwise exempt from this chapter pursuant to Article 4 (commencing with Section 94874).

## STUDENT COMPLAINT

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

## STUDENT COMPLAINT / GRIEVANCE PROCEDURE

Learning Institute of Southern California has an established procedure for addressing student complaints. A copy of the institution's complaint form are available at the school and/or may be obtained by contacting Fernando B Lynn, the school's director.

Students may at any time during school hours approach a member of the instructional or management staff with his/her complaints or concerns. All concerns and complaints must be submitted in writing and signed by the student. Anonymously signed complaints will not be accepted.

To complete a complaint form, do as follows:

1. List all complaints and grievances.
2. Deliver all forms to the instructor in charge. (If you are unable to deliver the form to an instructor, you may mail the form to: 1790 N. Imperial Ave. El Centro, CA 92243 All grievances/complaints regardless of the nature will be given to the owner and reviewed.
3. The director will evaluate the grievance/complaint and set an appointment with the person within 5 business days from the receipt of the complaint form. If the grievance/complaint is an emergency, it will be addressed within 24 hours.
4. Any grievance/complaint that cannot be resolved with the personnel of the institution should be directed to:

Bureau for Private Postsecondary Education

Toll Free (888) 370-7589

Physical Address:

1747 N. Market Blvd. Ste225

Sacramento, CA 95834

Phone: (916) 431-6959 Fax: (916) 263-1897 <http://www.bppe.ca.gov>

All complaint forms filed with the school will be maintained in the student's records. The school would appreciate the opportunity to adequately address the student's concerns before the student contacts the BPPE. If the student feels that the school has not addressed a grievance/complaint adequately, they may consider contacting the Bureau for Private Postsecondary Education.

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

## CURRENT FEES AND TUITION

Learning Institute of Southern California reserves the right to change the tuition and fees and make subject changes without prior notice when necessary; any change will not affect current (attending) students.

Total charges for the period of attendance and estimated schedule of total charges for the entire **Barber** program for on time graduates. **A fee of \$250.00** will be applied for those graduating after the completion date stated on the Enrollment Agreement.

### **Barber Course Fees and Tuition**

Tuition - 1000 Hours	7,700.00
Enrollment Fee – Non-Refundable	150.00
School Smock/Apron and State Board Smock-Non-Refundable	75.00
Student Tool Kit-and State Board Kit Non-Refundable	799.00
Student Tuition Recovery Fund fee – Non-Refundable	22.50
Text Book & Work Book – Non-Refundable	250.00
<b>Total Cost:</b>	<b>\$8,996.50</b>

### **Crossover Course Fees and Tuition**

Tuition - 200 Hours (200 X \$9.00)	1,800.00
Enrollment Fee – Non-Refundable	150.00
Uniform-Non-Refundable-Optional	75.00
Student Tool Kit-Non-Refundable State Board	0.00
Student Tuition Recovery Fund fee – Non-Refundable	1.00
Text Book & Work Book – Non-Refundable	250.00
<b>Total Cost:</b>	<b>\$2,280.00</b>

**\*Student tool kit** contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles.

**The institution is not responsible for a student's equipment either lost or stolen.**

Students must learn to be responsible for the tools of their trade

**Additional fee of \$25.00 for transfer credit evaluation when applicable along with a \$150 enrollment fee.**

**Early cancelation fee of \$250.00 if Enrollment Agreement voids due to withdrawal from students.**

**Any fees associated with the Board of Barbering and Cosmetology is the sole responsibility of the student.**

## STUDENT'S RIGHTS AND RESPONSIBILITIES WITH STUDENT TUITION RECOVERY FUND (STRF)

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

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

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a 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 collecting 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.

**EXTRA INSTRUCTION CHARGES:** Students are expected to complete their training within the maximum time allowed as specified in the Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required for the completion of the course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: **Barber Program: \$7.00 Barber Crossover: \$9.00**

Example: If a student needs 100 hours to complete an enrolled course at the time of the agreed upon completion date on the enrollment agreement, then you will be charged \$7.00 x 100 hours (\$700) to complete the course. At that time, a new completion date to complete will be granted and recorded on the enrollment agreement.

Make-up work does not apply to our courses because our courses require a set number of hours to be completed before graduation

\*The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program are the same. If a student obtains a loan to pay for an educational program, the student will must repay the full amount of the loan plus interest, less the amount of any refund.

## REQUIRED UNIFORM

All black tops and bottoms and lab coats, aprons, or smocks

## REQUIRED TEXTBOOK/WORKBOOK

Milady's Standard Professional Barbering, 6th Edition

Milady

844 pp., 8½" x 11", Hardcover, © 2017

ISBN-13: 9781305100558

List/Net Price: \$145.95

Student Workbook

ISBN-13: 9781305100664 | List/Net Price: \$95

Bundle Packages

Standard Text, Exam Review, & Workbook

| List/Net Price: \$230.00

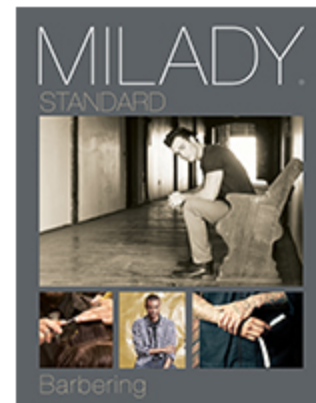
Spanish Textbook

ISBN-13: 9781305100763

List Price: \$162.95 USD

e-book/Printed Access Card ISBN-13: 9781337298902

List Price: \$149.95 USD



On Milady's Cengage website <http://www.milady.cengage.com>

## REQUIRED STUDENT TOOL KIT

**Learning Institute of Southern California recommends purchase of this student toolkit listed as part of required tools by the Board of Barbering and Cosmetology to use at the license exam. Toolkit is also recommended for successful passing of educational programs offered. An additional Exam Kit will be required to rent or purchase to use at the State Board Exam.**

Student Toolkit

- Clippers
- Trimmers
- Shears
- Razors
- Combs
- Guards/Attachments
- Brushes
- Curling Iron
- Blow Dryer
- Tint Brush

### SATISFACTORY ACADEMIC PROGRESS POLICY:

Learning Institute of Southern California expects all of its students to maintain Satisfactory Academic Progress (SAP) as established by this institution. Any prospective student should read and consider the SAP policy before enrollment. The college's SAP policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time). SAP evaluation periods are based on actual hours of scheduled attendance.

SAP applies to all students regardless of whether they are receiving Title IV financial aid

Evaluation Procedures

Students will receive a printed copy of their SAP at each evaluation point. A signed copy will also be kept in the student's file. This will ensure that each student is notified if a SAP impacts the student's eligibility for Title IV Funds. Evaluation points are listed below:

- Barbering: When a student completes 250, 500, 700, and 900 clocked scheduled hours
- Barber Crossover: When a student completes 100 and 200 clocked scheduled hours
- Instructor : 100 hours and 200 hours

Standards for SAP:

Quantitative and Qualitative Factors:

Maintain a cumulative academic average of "C" (78%) or better on all tests, work projects (operations), final practical assessment and other required course work.

1. Maintain a cumulative average attendance level of 80% of the contracted hours indicated on their enrollment contract
2. Completion of Course Within Designated Period of Time  
Full time students attend 35-40 hours per week. Part time students attend 30 hours per week. The State of California requires 1000 clock hours for Barber Program & 200 Clock Hours For Barber Crossover  
Students Are Expected To complete their course within one and one-half times (150%) the length of the course as defined in the catalog. For example, a student who enrolls in the Barber program (1000 clock hours) must complete within 56 weeks  
To determine the maximum time frame, transfer hours from another institution that are accepted toward the student's educational program are counted both as attempted and completed hours.
3. Students must meet minimum academic and attendance requirements for each evaluation period of the course to be considered as making satisfactory academic progress until the next scheduled evaluation. SAP evaluation periods are based on actual hours.

## Maximum Time Frame

The maximum time in which the students must complete the course is within one and one-half (1-1/2) times or 150% of the length of the course as defined in the enrollment agreement. The table below is an example of maximum time frames:

	MAXIMUM TIME ALLOWED	
	WEEKS	HOUR
Barbering (Fulltime, 30 hrs./wk.) – 1500	75	2250
Crossover/Instructor (Fulltime 30hrs./wk.)-200	10.5	300

## Exceeding Maximum Time Frame

Students who exceed the maximum time frame may be terminated at the CEO'S discretion.

## Grading System

Students are evaluated on a regular basis in theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students upon completion of each increment of the course hours as explained above for student's review. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a minimum of 78% cumulative grade average or practical evaluation to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

### Written Evaluations

100% - 90% A Excellent

89% - 80% B Very Good

79% - 70% C Average

69% - 60% D Below Average

59% - Below F Unsatisfactory

Theory work is tested on all chapters of the textbook. Practical work is graded as each service is completed. An instructor would notify you immediately if the service resulted in failing work.

## Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory progress until the next scheduled evaluation.

## WARNING

If a student fails to meet SAP standards for either attendance or academics at any evaluation point, the student will automatically be placed on a Warning and will remain in that status until the next evaluation point. At this warning a written academic plan will be agreed to by the student and Director. (If both parties cannot agree on the academic plan, enrollment may be terminated.) The student will be counseled regarding actions required

## APPEAL / REINSTATEMENT AND REESTABLISHING ELIGIBILITY PROCEDURES

A student may appeal the determination of unsatisfactory SAP if they have a reason as to why they did not make satisfactory progress and if they can document that the circumstance(s) which caused them to have unsatisfactory progress. The basis for filing an appeal, such as death of a relative, injury or illness of the student, or other special circumstances must be documented. The written appeal must also include a statement of what has changed in the student's situation that will allow the student to meet the standards for SAP by the beginning of the next evaluation period.

The student must submit a written appeal as to why he/she failed to make SAP to the school administration within five (5) business days of not making satisfactory progress or termination. If the students fail to appeal this

decision, the decision will stand. If a student is terminated for gross misconduct, which includes, but is not limited to, reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed.

An appeal hearing will take place within five (5) business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student's instructor, and Director. A decision on the student's appeal will be within three (3) business days by the Director of Education and will be communicated to the student in writing. This decision will be final. Results of the appeal will be documented in the student's file.

### ***DETERMINATION OF WITHDRAW***

LEARNING INSTITUTE OF SOUTHERN CALIFORNIA will determine a student's withdrawal as per the following:

- 1) a student who did not return from an approved Leave of Absence.
- 2) those who were terminated from enrollment by the school.
- 3) those who withdrew from the program and notified the school.
- 4) those who fail to attend classes for 14 calendar days.

### **LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

The Leave of Absence will extend the student's contract period by the same number of days taken in the leave and will result in no additional charges to the student. Students who withdraw prior to completion of the course of study and wish to re-enter within six months of the original formal withdrawal date will re-enter at the same progress status as applicable at the time of withdrawal. Course incompletes, repetitions, and non-credit remedial courses have no effect upon the school's satisfactory progress standards.

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purposes of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the school. Enrollment Fee for Transfer Hours is **\$250.00**.

### **REFUND, CANCELLATION, & WITHDRAWAL POLICY**

#### **APPLICANTS NOT ACCEPTED BY THE INSTITUTION**

Student applicants not accepted by the institution will be refunded all monies paid to the institution except a nonrefundable application fee not to exceed \$250.00. Monies due to the applicant or student will be refunded within 45 days of notice to the student of non-acceptance.

#### **STUDENTS 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 hours in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written or emailed notice of cancellation to the following address or email listed below.

**Learning Institute of Southern California**  
1790 N. Imperial Ave. El Centro, CA 92243  
760-970-4423  
[info@lisc.online](mailto:info@lisc.online)

3. The 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 form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

5. The institution shall refund 100% percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred and fifty dollars (\$250), if notice of cancellation is made through attendance at the first class, or the seventh day after enrollment, whichever is later.

#### **TERMINATION OF STUDENT BY INSTITUTION**

The institution will terminate a student for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of the maximum set forth by the institution; and/or failure to meet financial obligations to the School. The institution will give students a written notice of the institution's intent to terminate by mail, text, or e-mail. A student may appeal the termination in writing. Upon receipt of a student's appeal, the institution will consider all extenuating circumstances and advise the student as to the institution's decision to grant or deny the appeal. No administrative fee will be charged for the termination and/or appeal process.

#### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

The refund will be less a registration or administration fee not to exceed \$250.00, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

A withdrawal may be started by the student's written or emailed notice or by the student's conduct, including but not necessarily limited to, a student's lack of attendance. To determine a refund under this section, 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 date of the student's withdrawal
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to return from a leave of absence; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for fourteen (14) days.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. **If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.**

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..

#### **RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON-PAYMENT OF TUITION:**

An institution may withhold a student's transcript of grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades of the transcript until the tuition or loan obligation is paid in full.

#### **RETURNED CHECKS**

Any check returned unpaid (stop payment or insufficient funds) is subject to a \$35.00 service charge. A hold will be placed on student records for any financial obligation until the obligation is cleared. After one returned check from a student is received, no more checks will be accepted from the student. The student will be required to make all future payments via credit card, cash, money order or cashier's check.

## NON-PAYMENT DROP SCHEDULE

Students who do not have their accounts paid according to their individual contracts are subject to suspension and cannot continue the program until the account is brought current. If the account is not brought current by the third month, the student can be dropped.

DEAR PROSPECTIVE STUDENTS,

Thank you for considering Learning Institute of Southern California for your educational needs to become a licensed professional by the State of California. You are now entering into an industry that could provide you excellent opportunities for a successful career in the hair industry. Our school emphasizes on how to be successful in the hair industry and how to succeed in all your professional goals. This means hard work, dedication, and preparation on your part. Learning Institute of Southern California welcomes everyone interested in hair, skin care, and beauty. We are happy to have you visit our school at any time. We will be pleased to answer all your questions. 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.

*Fernando B. Lynn*

DIRECTOR/INSTRUCTOR





**LEARNING INSTITUTE**



**GRIEVANCE  
COMPLAINT FORM**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
Student ID # \_\_\_\_\_ TELEPHONE \_\_\_\_\_

Please provide a one or two sentence description of your complaint.

\_\_\_\_\_  
\_\_\_\_\_

Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.\

\_\_\_\_\_  
\_\_\_\_\_

Indicate what specific resolution you are seeking or recommending.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date





All information in the content of this school catalog is current and correct and is so certified as true by Director/President, Fernando B Lynn.

NOTE: Learning Institute of Southern California reserves the right to change the conditions, terms, fees, and course offerings printed in this catalog. Therefore, prospective applicants should not consider this catalog to be a contract.

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

I have received a copy of Learning Institute of Southern California Student Catalog prior to signing the school's enrollment agreement.

English Language Certification:

I certify that I can speak, read, and understand English proficiently. \_\_\_\_\_  
Student Initials

\_\_\_\_\_  
Student Signature                      Date



DIVISION 1.5. DENIAL, SUSPENSION AND REVOCATION OF LICENSES [475 - 499] ( Division 1.5 added by Stats. 1972, Ch. 903. )  
480.

BUSINESS AND PROFESSIONS CODE - BPC

CHAPTER 2. Denial of Licenses [480 - 489] (Chapter 2 added by Stats. 1972, Ch. 903. )

(a) A board may deny a license regulated by this code on the grounds that the applicant has one of the following:

(1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action that a board is permitted to take following the establishment of a

conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or

when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the

provisions of Section 1203.4, 1203.4a, or 1203.41 of the Penal Code.

(2) Done any act involving dishonesty, fraud, or deceit with the intent to substantially benefit himself or herself or another, or

substantially injure another.

(3) (A) Done any act that if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license.

(B) The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications,

functions, or duties of the business or profession for which application is made.

(b) Notwithstanding any other provision of this code, a person shall not be denied a license solely on the basis that he or she has

been convicted of a felony if he or she has obtained a certificate of rehabilitation under Chapter 3.5 (commencing with Section

4852.01) of Title 6 of Part 3 of the Penal Code or that he or she has been convicted of a misdemeanor if he or she has met all

applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when

considering the denial of a license under subdivision (a) of Section 482.

(c) Notwithstanding any other provisions of this code, a person shall not be denied a license solely on the basis of a conviction that

has been dismissed pursuant to Section 1203.4, 1203.4a, or 1203.41 of the Penal Code. An applicant who has a conviction that has

been dismissed pursuant to Section 1203.4, 1203.4a, or 1203.41 of the Penal Code shall provide proof of the dismissal.

(d) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact that

is required to be revealed in the application for the license.

(Amended by Stats. 2014, Ch. 737, Sec. 1. Effective January 1, 2015.)

Learning Institute of Southern California institutional catalog and disclosures are updated annually by the dates on the cover page.

School catalog will be provided to prospective students and/or public via a pdf document which can be requested via email or by phone or hard copy that can be picked up at the main campus location.

