

# AAA BEAUTY COLLEGE

## SCHOOL CATALOG

EFFECTIVE 10-01-2023 TO 12-31-2023

This School Catalog is reviewed December each year.

Main Campus, Administrative Office and Classroom Location:

4774 Clairemont Mesa Blvd  
San Diego, CA 92117

Phone (858) 737-4858

Website: [www.AAABeautycollege.com](http://www.AAABeautycollege.com)

Email: [AAABeautycollege@gmail.com](mailto:AAABeautycollege@gmail.com)

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## **REQUESTING A SCHOOL CATALOG**

AAA Beauty College provides prospective students or a member of the public a catalog, on the School's Website ([www.aaabeautycollege.com](http://www.aaabeautycollege.com)), when requested by phone or e-mail to mail a catalog to the individual's home, or at any time an individual can visit the School and pick up a Catalog in person.

All classes are held at AAABC's main campus located at: 4774 Clairemont Mesa Blvd, San Diego, CA 92117

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

## **STUDENT RECORDS**

AAABC maintains all student records while students are actively enrolled in school in both paper and digital formats. Upon graduation, student academic records are maintained for a minimum of six years in a digital format. All student records are maintained safe from fire, flood, theft and /or casual contact. Transcripts are kept permanently.

## **APPROVAL DISCLOSURE STATEMENT**

AAA BEAUTY COLLEGE (AAABC) 4774 Clairemont Mesa Blvd, San Diego, CA. 92117, is a private institution approved to operate in the State of California by the Bureau for Private Postsecondary Education which is based on Provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 and the California Code of Regulations (CCR). The institution's approval to operate is subject to review every five (5) years. AAA Beauty College does not imply that the Bureau endorses our programs, or that Bureau approval means the institution exceeds minimum state standards.

Cosmetology	1600 Hours
Cosmetology	1,000 Hours
Barbering	1500 Hours
Barbering	1,000 Hours
Manicurist	400 Hours
Esthetician	600 Hours
Massage Therapy	600 Hours

## **STUDENT RIGHTS:**

The above amount of hours listed for Cosmetologist, Barbering, Manicurist, and Skin Care courses are the requirements for eligibility to take the state mandated licensing examinations.

Instruction is in residence with facility occupancy level accommodating 100 students at any one time. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

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.

“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 and enrollment agreement.”

Students or persons seeking to solve problems or complaints should first contact the instructor in charge. Requests for further action may be made to Mr. John Nguyen, School Academic Director. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 916-574-8900 (Toll free 888-370-7589) or by completing a complaint form, which can be obtained on the Bureau's internet Website [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **GENERAL INFORMATION**

### **WELCOME MESSAGE:**

Mr. Trung Phan, President of the AAA Beauty College, wants to help others to become self-supporting. Education is the best way to help others to begin to support themselves, thus the inception of the AAA BEAUTY COLLEGE (AAABC) is a dream realized for Mr. Trung Phan, a place where students are able to attain a good education and career training to assist them in fulfilling the AMERICAN DREAM of success.

It is a pleasure to have you join us at AAA BEAUTY COLLEGE (AAABC). Our goals are to help you discover your ability to transform your life and others by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

### **FACILITIES**

AAA BEAUTY COLLEGE (herein referred to as AAABC) is conveniently located near public transportation and shopping centers at 4774 Clairemont Mesa Blvd, San Diego, California 92117. The atmosphere provides an ideal environment for learning the profession of Cosmetology.

AAA Beauty College is a spacious facility. The physical area comprises approximately 3,600 square feet of space that includes classrooms for theory and demonstrations. The facility consists of a reception area, administrative office, combined lecture/lab classrooms, clinic areas, student resource library, and a student/faculty lunch room. Additionally, individual lockers are provided for students to secure their personal belongings. The facility and equipment used fully comply with Federal, State, and Local laws, regulations and ordinances regarding fire safety, building safety, and health regulations.

### **Materials used for instruction include:**

10 mannequins, 1 time clocks, 5 shampoo bowls, 12 dryers, 2 facial chairs, 6 manicure stations, 25 hairstyling chairs, 1 stove & 3 non-electric combs, 1 stove & 3 non- electric curling irons, 1 electric curling iron, 1 towel steamer, 2 computers for office, 2 computers for students, 2 copy machines, textbooks approved by the board for each courses.

### **MISSION STATEMENT**

The mission for the AAA BEAUTY COLLEGE (herein referred to as AAABC) is to offer training that successfully prepares graduates with the skills needed to secure employment in the broad field of cosmetology. Our students' success is our success.

### **EDUCATIONAL OBJECTIVES**

- With our mission in mind, we continually survey the profession to keep up to date with current trends, designs, and techniques required by employers.
- ▶The highest academic and career standards are maintained to assure graduates of superior capability and qualification in their profession.
- ▶The curriculum is flexible enough to allow for new procedures and techniques as they are developed, yet solid enough to maintain high academic standards.
- ▶The final objective, through our specialized training and classes, is to have our students successfully complete their program, secure and retain employment, and advance in the professional field of Cosmetology.
- ▶The institution also offers affordable education to help students achieve their educational goals.

### **FACULTY AND STAFF**

Each member of our school staff is dedicated to the success of our students.

Note: Per California law, California instructors possess a minimum of three years of experience, education and training in current practices of the subject area they are teaching. Some programs may utilize Teaching Assistants who are trained in all educational areas offered in their respective programs, are licensed and/or certified in their field, and work under the direct supervision of a full time instructor.

**Trung Phan:**Chief Executive Officer (CEO)/School Director, Chief Financial Officer (CFO), Chief Operating Officer (COO), Secretary, and Admissions/Student Services

**Historical Background:** Attended Crawford Hight School 1994-1998, Attended University California of San Diego (UCSD) 1998-2003, Owner of Blush Salon 2019, currently employed with Sycuan Casino Resort 2003-2019.

Languages: English, Vietnamese

**Suzanne Nguyen:**Chief Academic Officer (CAO),Cosmetologist, Skin Care and Manicurist Instructor.

Qualifications: California Cosmetologist License since 1995

License #: KK317770.

Languages: English, Vietnamese

**Kieu N. Lee:**Skin Care Instructor

Qualifications: California Cosmetologist License since September2015

License #: KK580346

Languages: English, Vietnamese

**Lily Doan:** Barber Instructor.

Qualifications: California Barber License since November 1997

License #: B73419

Languages: English, Vietnamese

**Ngan Nguyen:** Manicurist instructor

Qualifications: California Manicurist License since December 2016

License#:M334655

Languages: Vietnamese

**Lan Nguyen:** Manicurist instructor

Qualifications: California Manicurist License since September 2019

License#:M347619

Languages: Vietnamese

**Chinh Manh Kim:** Massage Therapy Instructor

Qualifications: CAMTC Certified Massage Therapist

Cert#: 51415

Languages: English, Vietnamese

## **STATEMENT OF NON-DISCRIMINATION**

In compliance with federal, state and local government requirements, AAA Beauty College does not discriminate against any individuals in our employment process, admission, instruction, school administered program, and graduation policies on the basis of ethnic origin, color, race, age, religion, sex, creed, area of origin or residence, handicap, or financial status.

## **BANKRUPTCY**

AAA Beauty College has never filed for bankruptcy petition, or operated as a debtor in possession, or had a petition of bankruptcy filed within the last five years, or has a petition in bankruptcy filed against the institution within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy code.

## **CHEMICAL DEPENDENCY REHABILITATION**

Under the 1986 Reauthorization of the Higher Education Act, schools are required to have a program or plan of drug prevention in effect as of July 1, 1987. This program must be available to students as well as to staff members. A school may approach one or more organizations that assist the general public (hospitals for example) with drug problems. That organization may give them the name of an official that can be contacted, thus the school would be in compliance with the drug prevention requirement.

In some cases, many agencies are supported by the state and the cost to the user may be limited or nonexistent. At AAA Beauty College we are suggesting the use of the following companies for compliance with this new law:

**California Self-Help Center**(310) 825-1799  
**Episcopal Community Service**(619) 292-5670  
**San Diego Count (Health Services Department)**(619) 692-5727

## **GRIEVANCE PROCEDURE/COMPLAINT PROCEDURE**

Students seeking to solve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the president. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet Website [www.bppe.ca.gov](http://www.bppe.ca.gov).

This institution handles any student grievances in the following manner:

- Fill out the grievance form and list all grievances.
- Deliver all forms to the President: Mr. Trung Phan
- All grievances regardless of the nature will be turned over to the President and reviewed
- The President will evaluate the grievance and set up an appointment with the person within 7 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.

You may contact the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form at any time, which can be obtained on the bureau's internet Website [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

**1747 N. Market Blvd. Ste 225**  
**Sacramento, CA 95834**  
**or**  
**P.O. Box 980818**  
**West Sacramento, CA 95798-0818.**  
**Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)**  
**Telephone and Fax #'s: (888)370-7589 or by fax (916)263-1897**  
**(916)574-8900 or by fax (916)263-1897**

## **ADMISSION PROCEDURES AND REQUIREMENTS**

### **ADMISSION POLICIES**

As a prospective student, you are required to visit AAA Beauty College facility. The purpose of the school tour is to discuss your personal education and career plans with our school staff prior to enrolling or signing an enrollment agreement. This way you can be assured in advance that AAA Beauty College, our courses, and our educational philosophy are the right fit for you before you make your final decision.

## **ADMISSION PROCEDURES AND REQUIREMENTS**



- 1) Applicant must provide a copy of High School Diploma, or its equivalent (GED), or Transcript showing high school completion, or Homeschooled state issued credential completion, or California State Proficiency Test. In the absence of an actual copy of the High School Diploma or its equivalent, applicant will be required to take an Ability to Benefit Test. Applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate will be administered the Combined English Language Skills Assessment (CELSA) Ability to Benefit Test. This test is administered by an independent third party administrator and the cost of the test is paid by the student. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the student does not attain a qualifying score, the student may take a different CELSA test. If the student does not attain a qualifying score on the second test, the student may re-test after 15 days. A qualifying score is 97.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
  - This institution does not award credit for prior experiential learning.
  - This institution has not entered into an articulation or transfer agreement with any other institution.
  - Applicant must provide the following items:
    - valid Social Security card,
    - valid government issued photo identification or driver's license.
  - Physical Ability: Due to the physically demanding nature of the profession, students must take into consideration their health and ability to complete their programs. If you have neck, back, hip, knee, ankle, shoulder, elbow or wrist pain or injuries, you should consult your physician about the likelihood of problems.
  - Pregnancy: Pregnant students may participate in all programs at AAA Beauty College provided they have a written consent from their doctor(s).

Online General Education Diploma (GED) preparation courses are available. GED certification must be taken in person at a state approved adult school in your area:

San Diego Community College District-West City  
3249 Fordham Street, San Diego, CA. 92110  
Tel: 619-3881873 Fax: 619-221-6951  
<http://sdce.edu/services/testing/ged>

### **NEW STUDENT ORIENTATION**

All students must attend and complete the New Student Orientation prior to the first day of class. Student is required to attend this so to understand the responsibility and expectation to successfully achieve their educational goal. Orientation is not counted towards the student's scheduled course hours.

### **INSTRUCTIONAL LANGUAGE**

All instruction is conducted in English and Vietnamese. The institution does not offer English as a Second Language ("ESL") course.

### **ATTENDANCE POLICY**

Students are expected to be regular in their attendance. Absences from classes will seriously affect the student's progress. An absence may be excused but the student is required to complete the prescribed work. Excessive tardiness/absenteeism will be reviewed by the instructor in charge and may result in suspension or dismissal. Total clocked hours for each day will be rounded to the nearest 1/4 hour.



AAA Beauty College makes every effort to accommodate students in their ability to attend school while continuing work to pay for educational and personal expenses. Therefore, full time enrollment is defined as: 67% of scheduled enrollment, but not less than 100 hours of attendance per month. Part-time enrollment is defined as 67% of scheduled enrollment, but not less than 50 hours of attendance per month. Less than 50 hours of attendance per month is less than half time, this institution does not enroll less than half time students. Scheduled attendance is defined as the hours per week/month the student has contracted for on his/her enrollment agreement (contract).

Students are required to attend a minimum of 67% of scheduled hours of attendance. Students with an excess of three (3) un-excused absences within 30 days will be counseled; more than three counseling in three months may result in suspension, probation or termination of enrollment.

### **CLASS HOURS**

Tuesday-Saturday: 8: 30 am-5: 00pm (Full time)                      Monday – Friday: 5:00 pm-9: 00 pm (Part time)  
Classes start weekly, every Monday (Part time) and every Tuesday (Full time)  
Sunday:Closed

### **ATTENDING CLASSES**

It is very important for you to take part in class work in order to meet the state standards. When you miss a class, you miss very important parts of your education. We ask you to report reasons for absences the first day you return to class. Illnesses, death of an immediate family member, or other circumstances that are beyond your control, are an excused absence.

### **TARDINESS POLICY**

If you are going to be late you must notify the school by 8:30 am. When you clock in late your time will be calculated to the nearest 1/4 hour. If you are tardy five (5) or more times in a month, you will be counseled and disciplinary action may result (suspension for one to three days and/or termination). If you are tardy for a theory class, you will be assigned other work to perform, such as outlines or practical work. Classes begin at 8: 30 am each morning, and it is important that you be on time.

### **CALENDAR/HOLIDAYS**

AAA BEAUTY COLLEGE also reserves the right to schedule a special Holiday for Special or Emergency reasons. Students will be notified in person, by phone or mail as expeditiously as possible of any unexpected closures due to extenuating circumstances. Holidays of all religious beliefs are respected and allowed. AAA Beauty College observes the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

### **STUDENT PROFESSIONALISM**

#### **APPEARANCE**

Your own appearance is a mark of your professional ability in a field dedicated to the improvement of personal appearance. You will be selling beauty services, and your appearance is a mark of your professional skills. We teach and observe good grooming. Hair may be worn in any fashionable style and may be any length. Your hair must be clean and neat.

## **CONDUCT**

Professional conduct and discipline is expected at AAA Beauty College. When you become a student, you will be given a copy of the “Rules and Regulations” which are primarily written to protect all students from unnecessary disruptions or breaches of good personal conduct. If any student fails to follow the rules, he/she may be dismissed and will not be reinstated unless the administration of the school is convinced that the cause for dismissal can be corrected.

A student may be dismissed from AAA Beauty College for, but not limited to, the following reasons: alcohol or drug abuse; possession of alcohol, drugs, or weapons on school property; behavior that is a safety hazard to others at school; threatening or disrespectful behavior to others at the school; a disregard of stated rules of behavior; violation of dress code; or any form of sexual harassment including, but not limited to, sexual activity, sexual advances, unethical touching, sexual speech or innuendo on school property. If there are changes to the rules, all changes will be posted promptly.

## **STUDENT LOCKERS AND PERSONAL ITEMS POLICY**

Students are responsible for their own personal property. AAA Beauty College is not responsible for damages, loss or theft of personal items. All articles should be labeled with permanent marker or engraved with the student’s name.

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

The transferability of credits you earn at the AAA Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or 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 of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending at the AAA Beauty College to determine if your credits or diploma will transfer.

## **TRANSFER/ CREDIT FOR PREVIOUS TRAINING**

Acceptance of hours from another approved schools and institutions is at the sole discretion of AAA Beauty College. Prospective student who have had prior training hours from another institution must provide proof of training and the total hours completed to the school admission office for an evaluation. AAA Beauty College will keep this process and record in the student’s file. AAA Beauty College accepts a maximum of 100 % for the credit hours/ credits required for any certificate or program to be transferred from another approved institution, with the following requirements:

- The content of the classes requested to be transferred matches the requirements in the current AAA Beauty College curriculum.
- The classes requested to be transferred was passed with a “C “or better.
- The class is a requirement of the student’s current program of study.

Students desiring credit for training from schools out of this state must submit proof of training to the State Board of Cosmetology for approval. The Board will provide the applicant with acknowledgment of approved credit. In some cases the applicant will be required to take the State Board examination and in other cases the applicant will be required to enroll in an approved institution in California for additional training.

## **RE-ENTRY POLICY**

All records of the student are stored for five (5) years only from the last recorded day of attendance.

It is the responsibility of the student to maintain all documents received from the institution. Re-enrollment into the institution following termination or withdrawal will be at the discretion of the institution. All re-enrollments will be evaluated by the school Director. The Director will review request on a case by case basis. The institution reserves the right to deny re-enrollment to any student who does not meet the institutions financial, behavioral, and academic standards.

### **DISCLOSURE AND RETENTION OF EDUCATION RECORDS**

Adult students, parents of minor students, and parents of tax dependent students have the right to inspect, review, and challenge information contained in their education records or those of their minor or tax dependent children. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. In accordance with regulations contained within the Family Educational Rights and Privacy Act (FERPA), AAA Beauty College will only disclose information from the educational records of a student to a third party if AAA Beauty College has a written consent from the student with the exception of accrediting commissions or governmental agencies so authorized by law. Students are not entitled to inspect the financial records of their parents. A school official must be in the office at all times during the examination of the student files.

Students' records are retained by this institution for a period of six years from the date the student graduates, withdraws or otherwise ceases to be enrolled. Transcripts are kept permanently.

### **ACCESS FOR HANDICAPPED STUDENTS**

The institution does not discriminate on the basis of disability in our admission, or services of individuals who meet all enrollment and physical requirements. AAA Beauty College will provide reasonable accommodations for applicants with documented disabilities who are eligible to enroll in the institution's services, activities, and courses.

### **STATEMENT OF FINANCIAL AID PROGRAMS**

This institution does not participate in federal or state financial aid programs of any kind. This institution is not accredited and therefore students are not eligible for federal financial aid.

### **INTERNATIONAL STUDENT VISAS**

The AAA Beauty College does accept students from other countries and does not offer International Student Visas (I-20). No visas of any kind are issued by this institution.

**ESL**: This institution does not offer instruction in English as a second language

### **LANGUAGE PROFICIENCY**

The following apply to students for whom English is not their primary language and will be taught in English. For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level. Nor do we provide English language services. To prove students are able to communicate fluently in English, if there is any doubt, this institution accepts a successful TOEFL test result and/or the U.S. Foreign Service Language Rating System. Students who have had English as a second language need to demonstrate English proficiency by submitting TOEFL (Test of English as a Foreign Language) scores of 213 or higher on the computer-based test, 79 or higher on the internet based test, or 550 or higher on the paper-based test. Visit [www.toefl.org](http://www.toefl.org) for more information on the TOEFL exam.

### **STUDENT SERVICES**

## **ADMINISTRATIVE/ADMISSIONS/STUDENT SERVICES/ OFFICE HOURS**

Admissions Information is available from the school during regular office hours.

Monday - Friday: 8: 30 am – 9:00 pm

Saturday : 8: 30 am – 6:00pm

Sunday: Close

An appointment with the Admission Office is highly recommended.

## **HOUSING INFORMATION**

No housing assistance is available through the School; the institution does not have dormitory facilities under its control and the school has no responsibility to find or assist in students finding housing. A recent review of local rentals through newspapers and on-line rental agencies offers rooms for rent in the area for about \$650 a month. One bedroom apartments rent starting at \$900 and on average going for \$1500 per month. While the institution has no responsibility to find or assist students in finding housing, the following websites are useful websites to get more information:

[www.apartmentguide.com](http://www.apartmentguide.com)

[www.zillow.com](http://www.zillow.com)

## **PLACEMENT**

Job placement assistance is provided to graduates and students at no additional charge, but the school gives no guarantee of employment nor does the school use placement data as an incentive to entice prospective students to enroll. Communication is maintained between the salon community and the college. Surveys are taken inquiring which salons will be open to employing our graduates. Salons call the college frequently to inquire about our graduates. Training is provided to students on job interview techniques and the development of a resume. Job Listings will also be posted throughout the school.

## **COUNSELING**

Each and every one of our staff is genuinely interested in you. Counseling is available from people much like yourself, who have met and solved some of the very same problems that you may now be facing. The staff cannot guess when you may need counseling; therefore, you are encouraged to request a counseling session with any instructor or administrative personnel at any time. Whether it is counseling for personal reasons or career direction the staff here at AAA Beauty College is more than willing and able to take the time out to sit down and talk with students. Students are counseled individually and sessions are completely confidential.

## **LIBRARY AND LEARNING RESOURCES**

Supplementary instructional resources are available to the students through online learning modules that are accessible either from their personal computers or through the computers that are available for students use in the library room. Additional hard copies and CD or DVD instructional materials are also available for students to use. Resources are available to students at any time during school hours. All referenced instructional items are only intended for on-site usage due to limited supplies. When borrowing any items, the student must sign in before and sign out after using.

## **INSTITUTIONAL REFUND POLICY**

1. A student (and student's Parent/Guardian) has the right to cancel his or her enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later.
2. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed sixty (60) per cent or less of the period of attendance. Once more than sixty (60) percent of the period of attendance has incurred, there will be no refund to the student.

3. Cancellation may occur when the student provides a written notice of cancellation at the following address: AAA Beauty College at 4774 Clairemont Blvd, San Diego, CA. 92117. This can be done by mail, FAX, email or by hand delivery.
4. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
5. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. You do not have the right to cancel by telephoning AAA Beauty College or by not coming to class
6. Registration fee of \$100.00 is non-refundable.
7. Student Tuition Recovery Fund (STRF) fee is non-refundable.
8. Textbooks, equipment, supplies, kits, uniform and any other items issued, and received by student is non-refundable and non-returnable. Once item is issued, received, and signed for by student, the student is responsible for the item(s).
9. If the Enrollment Agreement is cancelled, within 30 days after the notice of cancellation is received, the institution will refund the student or third party any money he/she paid, less a registration fee of \$100.00, less any STRF payment, and less any deduction for equipment that the student has received and signed for.
10. If you have borrowed items, such as equipment, books or other materials, from School; you must return those items within 30 days following the date of your notice of cancellation. If you fail to return any borrowed school equipment, materials, or books, in good condition within 30 days, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.
11. Refund is process within 45 calendar days of official cancellation or withdrawal.

#### **WITHDRAWAL POLICY**

1. You may withdrawal from AAABeauty College at any time after the cancellation period. The institution provides a pro rata refund within 30 days to students who have completed 60 percent or less of the period of attendance. Students who completed 60 percent or greater of the period of attendance will not be entitled to a refund.
2. Tuition charges are calculated from the first day of scheduled class to the date student notified school of their request to withdrawal from enrolled course.
3. Student is required to submit a written notice for withdrawal.
4. Registration fee of \$100 is non-refundable.
5. Student Tuition Recovery Fund (STRF) fee is non-refundable.
6. Textbooks, equipment, supplies, kits, uniform and any other items issued, received and signed for by student is non-refundable and non-returnable due to sanitary reason. Once item is issued, received and signed for, the student is responsible for the item(s).
7. If the program is cancelled subsequent to the student's enrollment, AAA Beauty College will refund all of the money paid to the institution.

#### **TEXTBOOKS, EQUIPMENTS, SUPPLIES, KITS, UNIFORM REFUND POLICY**

Textbooks, equipment, supplies, kits, uniform and any other items issued, received, and signed for by student is non-refundable and non-returnable. Once item is issued and received by student, it belongs to the student; he is responsible for the item(s).

#### **REFUND DUE TO REJECTION OF APPLICANT OR SCHOOL CLOSURE**

- An applicant not accepted for admission by AAA Beauty College is entitled to all money paid, less a registration fee of \$100.00, and less any deduction equipment that the student received and signed for.

- If the Institution is permanently closed and no longer is offers instruction after a student enrolled, the student shall be entitled to a pro-rated refund, less any deduction equipment that the student received and signed for.

## **STUDENT LOANS**

If a student obtains a loan to pay for an educational program at AAA Beauty College, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

If a student defaults on a federal or state loan, both the following may occur: (1) The Federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other feral student financial aid at another institution or other government financial assistance at another institution until the loan is repaid.

## **FORMAL TERMINATION**

Formal termination of a student's enrollment will occur when one of the following takes place:

1. A student provides the school a "Cancellation Notice" Form;
2. A student fails to return at the expiration of an authorized leave of absence. In this event, the refund will be calculated based on the period of enrollment from the time the instruction began through the last day of the student's physical attendance, prior to the authorized leave of absence.
3. A student has been absent for three consecutive weeks, (15 class days).
4. The school dismisses a student for a violation covered in the "Rules and Regulations" of the school.
5. Students may be dismissed by the institution for failure to make tuition payments as scheduled in the enrollment agreement.

All refunds are made within 30 days of formal cancellation or determination of withdrawal as stated in the institution Refund Policy.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

This institution expects its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:

- Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work.
- Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $2/3 \times 30 = 20$ ).

Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 21 or more days, up to 60 days, are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness.

- Complete the course within one and one-half (1½) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.
- Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the



end of an evaluation period. A student will be considered to be making satisfactory progress until the next evaluation.

### **EVALUATION PERIODS – COSMETOLOGY & BARBERING STUDENTS ONLY:**

Students compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

- The point at which 25% of the course is scheduled to be completed;
- The point at which 50% of the course is scheduled to be completed;
- The point at which 75% of the course is scheduled to be completed;
- The point at which 90% of the course is scheduled to be completed;
- At the point of actual completion, or at which each additional 400 clock hours are scheduled to be completed, beyond graduation date.

**Example:** For the 1600 clock hour Cosmetology course, a student will be evaluated at the increments in which the students is scheduled to reach 400, 800, 1200, and 1440 clock hours, if applicable; at the point of which the student is scheduled to reach an additional 400 clock hours beyond scheduled completion, or at actual completion.

Evaluation periods for the Esthetician and Manicurist Programs the evaluations will be performed as follows: The point at which 45% of the course is scheduled to be completed; the point at which 90% of the course is scheduled to be completed;

**Example:** For the 400 clock hour Manicurist course a student will be evaluated at the increments at which the student is scheduled to reach 180 and 360 clock hours.

**Special Note:** The percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement. Example: A student enrolled at 100 hours per month would be scheduled to complete a 600 hour course in 6 months, a 400 hour course in 4 months and a 1600 hours course in 16 months, allowing no absences. For example a student enrolled in a 40 week, 1600 clock hour program would be evaluated for SAP after the 10th week, the 20th week; the 30th week and the 36th week. These dates would correspond to the point at which the student was scheduled to have completed 400, 800, 1200, and 1440 clock hours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 400 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

### **ACADEMIC ATTENDANCE AND PROBATION**

Students who fail to meet the SAP standards at a given evaluation will be placed on academic and/or attendance probation for one additional evaluation period. Students remain eligible to receive aid during the probation period and will be considered as making satisfactory progress during the probationary period. Probationary students who fail to meet SAP by the conclusion of the probation period will be deemed as not to be making “Satisfactory Academic and/or Attendance Progress” and will lose any remaining eligibility for student financial aid and will be terminated.

Probationary students, who meet SAP by the conclusion of the probationary period, will be removed from probation and SAP will be re-established.

### **APPEAL PROCEDURES**

Students who wish to appeal the decision that they are not making “Satisfactory Academic Progress” must submit a written request to the institution's school director. The letter should be received within (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserves special consideration. The school director shall evaluate the appeal within a reasonable time-frame (5-10 business days) and notify the student in writing of the decision. Should the student's appeal be denied, he or she may appear before a school committee comprised of



the school director and CAO to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (5-10 business days). The decision of the committee shall be final.

A student that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the course.

Students accepted for re-entering the program that previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation.

## **COURSE INCOMPLETES**

Course incompletes, repetitions and non-credit remedial courses are not applicable to this institution's form of instruction.

## **LEAVE OF ABSENCE**

Occasionally, students may experience extended personal, medical, or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a "Leave of Absence" (LOA) from the program. LOA's must be requested in writing by the student and must be approved by the school. LOA's for non-medical reason may be granted for up to 60 days. Medical LOA's may be granted for up to six months with a written request from the student's physician. Do not request an LOA unless you absolutely need one. Under no circumstances can the school grant more than a single LOA within a 12 month period. Students returning from an LOA will be returned to the academic progress standing they held prior to the start of the leave. Students who fail to return from an LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave.

## **STUDENT ACHIEVEMENT**

### **GRADING SYSTEM**

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

#### **Theory:**

<b>100% - 90%</b>	<b>A</b>	<b>Excellent</b>
<b>89% - 80%</b>	<b>B</b>	<b>Above Average Performance</b>
<b>79% - 70%</b>	<b>C</b>	<b>Satisfactory Performance</b>
<b>69% or below</b>	<b>D</b>	<b>Unsatisfactory Performance</b>

#### **Practical Work:**

<b>10</b>	<b>A+</b>	<b>100%</b>	<b>Exceptional</b>
<b>09</b>	<b>A</b>	<b>99% - 90%</b>	<b>Excellent</b>
<b>08</b>	<b>B</b>	<b>89% - 80%</b>	<b>Above Average Performance</b>
<b>07</b>	<b>C</b>	<b>79% - 70%</b>	<b>Average Performance</b>
<b>06 &amp; Below</b>	<b>D</b>	<b>69% - 0%</b>	<b>Unsatisfactory Performance</b>

## **GRADUATION REQUIREMENTS**

Students are eligible for graduation, providing they maintain a satisfactory grade in theory and clinical classes, have completed all assigned projects and maintained a passing rate in theory, and either have paid their tuition in full or have entered into a payment plan agreement for payment of tuition. They

must also have been in attendance for the required amount of clock hours as set forth in the course of instruction.

## **DIPLOMAS AND CERTIFICATES**

Students are issued a Diploma upon completion of programs leading to State or National Licensing, or a Certificate, upon completion of programs that do not lead to licensure, evidencing graduation and satisfactory completion of the required clock hours. The student must have attained a satisfactory grade in all subjects covered, met the attendance requirements and satisfied all financial obligations, including payment in full of tuition charges or have entered into a payment plan agreement for payment of tuition. Proof of training and academic transcripts will be released to appropriate licensing and certification agencies upon completion of the program. There is a \$50 fee for each request for a duplicate diploma or academic transcript.

## **EXCUSED/UNEXCUSED ABSENCES PERTAINING TO TUITION**

Students with an excess of three (3) un-excused absences within 30 days will be counseled, more than three counseling in three months may result in suspension, probation or termination of enrollment. Excused absences are limited within the Satisfactory Academic Progress Policy (SAP).

Students who drop out or go over their contract period will be charged for unexcused absences as time attended or elapsed time in accordance with the refund policy. Excused absences are absences accompanied by a doctor's note or other documentation certifying illness, doctor or dentist appointments, death in the family, jury duty or other special circumstances approved on an individual basis by the school's director. Documented excused absences will not be counted as time attended in the event of the student dropping out or going over the contract period.

## **REQUIREMENTS FOR STATE EXAMINATION**

In order to receive compensation for cosmetology, barbering, manicuring or esthetic services, and graduates must be licensed by Board of Barbering and Cosmetology. Applicable students are eligible for examination given by the state, provided they have completed the selected course at a licensed school of cosmetology. Our programs meet or exceed the minimum requirements prescribed by the California Board of Barbering and Cosmetology for schools of cosmetology. Each applicant must have a current government issued identification, a valid Social Security Number or a valid tax payer identification number (TIN) when applying for examination, be seventeen years of age or older, have completed the 10th grade or its equivalent, and has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.

Proof of training will be released to the appropriate licensing and certification agencies upon completion of the program when all academic and financial requirements have been met.



## **COURSES OF STUDY**

### **I. COSMETOLOGY COURSE OF STUDY – 1600 CLOCK HOURS**

#### **COSMETOLOGY COURSE OF STUDY (1,600 CLOCK HOURS)**

The course of study for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) clock hours which include a minimum of 355 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology: The minimum combined total clock hours of 1,600 , include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

#### **COSMETOLOGY COURSE EDUCATIONAL GOALS**

The cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment as a cosmetologist. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair-colorist, salon owner, product demonstrator, and styling publicist. SOC 39-5012

#### **COSMETOLOGIST COURSE PERFORMANCE OBJECTIVES**

The licensed cosmetologist will be prepared to seek profitable employment as a hairdresser, salon manager, hair-colorist, Hair Cutter, Facial Specialist, Manicurist, Television or Movie Studio work, salon owner, product demonstrator, or platform artist. They will be versed in all areas of Cosmetology.

#### **COSMETOLOGIST COURSE GRADUATION REQUIREMENTS**

When a student has completed the required theory hours and practical operations in Cosmetology, with a GPA (Grade Point Average) of "C" (70%) or better, and he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Cosmetology Examination.

#### **COSMETOLOGIST COURSE LICENSING REQUIREMENTS**

A Cosmetology 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 Cosmetology State Board Exam with a score of at least 75 on the written part and a score of at least 75 on the practical part.

**COSMETOLOGY STATE BOARD REQUIREMENT FOR TAKING EXAMINATION:**

The Barbering and Cosmetology Act, No. 7337: “Every application for admission to examination and licensure shall be in writing, on forms prepared and furnished by the board. Each application shall be accompanied by the required fee, and shall contain proof of the qualifications of the application for examination and licensure. It shall be verified by the oath of the applicant. Every applicant shall, as a condition of admittance to the examination facility, present satisfactory proof of identification. Satisfactory proof of identification shall be in the form of a driver's license or identification card, containing the photograph of the person to whom it was issued, by any State, Federal or other government entity.”

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

	<b>COSMETOLOGY TECHNICAL SUBJECT</b>	<b>MINIMUM THEORY HOURS INSTRUCTION</b>	<b>MINIMUM PRACTICAL OPERATIONS</b>
1	<b>The Cosmetology Act and the Board’s Rules and Regulations</b>	20	N/A
2	<b>Cosmetology Chemistry</b> (Shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical make-up, physical, and chemical changes of matter.)	10	N/A
3	<b>Health and Safety/Hazardous Substances</b> (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, bacteriology, and communicable diseases, including HIV/AIDS and Hepatitis B.)	30	N/A
4	<b>Theory of Electricity in Cosmetology</b> (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	05	N/A
5	<b>Disinfection and Sanitation</b> (Shall include, but is not limited to: 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).	20	N/A
6	<b>Anatomy and Physiology</b>	15	N/A
7	<b>Wet hair Styling</b> (Shall include hair analysis, shampooing, finger waving, pin curling and comb-outs.)	40	180
8	<b>Thermal Hair Styling and Blow Drying</b> A. Thermal styling	25	40

	B. Press and curl		20
9	<b>Permanent Waving</b> (Shall include hair analysis, chemical and heat permanent waving.)	20	80
10	<b>Chemical Straightening</b> (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	20	25
11	<b>Hair cutting</b> (Shall include hair analysis, and the use of the razor, electric clippers, and thinning shears, for wet and dry cutting.)	20	80
12	<b>Hair Coloring and Bleaching</b> (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.) <ul style="list-style-type: none"> <li>▪ Bleaching</li> <li>▪ Hair coloring</li> </ul>	60	20 30
13	<b>Scalp and Hair Treatments</b> (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments)	10	20
14	<b>Facials Manual</b> (Shall include cleansing, scientific manipulations, packs, and masks.)	05	10
15	<b>Facials Electrical</b> (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.)	10	15
16	<b>Facials Chemicals</b> (Shall include chemical skin peels, packs, masks and Scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.)	10	15
17	<b>Eyebrow Beautification: Eyebrow Arching and Hair Removal</b> (Shall include the use of wax, tweezers, electrical or manual, and depilatories for the removal of superfluous hair.)	10	20
18	<b>Make-up</b> (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)	15	10
19	<b>Manicuring and Pedicuring</b> A. Water and Oil Manicure, including nail analysis, and hand and arm massage B. Complete Pedicure, including nail analysis and foot and ankle massage. <b>Artificial Nails and Wraps</b> A. Liquid and powder Brush-On	05 05 25	15 10 120 (Nails)

	B. Artificial Nail Tips C. Nail Wraps and Repairs		
20	<b>Additional Training</b> (Incorporated throughout the program: Communication skills, Professional ethics, personal hygiene, good grooming, salesmanship, record keeping, client service record, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers. May also include not more than sixteen (16) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record).	N/A	N/A

## II. BARBERING COURSE OF STUDY – 1500 CLOCK HOURS

### **BARBERING COURSE OF STUDY (1,500 CLOCK HOURS)**

The course of study for students enrolled in a barbering course shall be consist of fifteen hundred (1500) clock hours which include of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. The minimum combined total clock hours of 1,500 include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

### **BARBERING COURSE EDUCATIONAL GOALS**

The barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a barber. The knowledge and skills will prepare licensed students for work as a barber, salon manager, hair-colorist/stylist, barber shop owner, product demonstrator, and styling publicist. SOC 39-5011

### **BARBERING COURSE PERFORMANCE OBJECTIVES**

1-Acquire knowledge of laws and rules created by the California State Board of Cosmetology. 2- Understand sterilization procedures. 3- Acquire knowledge of general theory relative to Barber, chemistry, and theory relative to practical procedures performed. 4- Acquire business management techniques common to Barber.

### **BARBERING COURSE GRADUATION REQUIREMENTS**

When a student has completed the required theory hours and practical operations in Barbering, with a GPA (Grade Point Average) of “C” (70%) or better, and he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Cosmetology Examination.

### **BARBERING COURSE LICENSING REQUIREMENTS**

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 Barbering State Board Exam with a score of at least 75 on the written part and a score of at least 75 on the practical part.

### **BARBERING STATE BOARD REQUIREMENT FOR TAKING EXAMINATION:**

The Barbering and Cosmetology Act, No. 7337: “Every application for admission to examination and licensure shall be in writing, on forms prepared and furnished by the board. Each application shall be accompanied by the required fee, and shall contain proof of the qualifications of the application for



examination and licensure. It shall be verified by the oath of the applicant. Every applicant shall, as a condition of admittance to the examination facility, present satisfactory proof of identification. Satisfactory proof of identification shall be in the form of a driver's license or identification card, containing the photograph of the person to whom it was issued, by any State, Federal or other government entity."

Technical instruction means instruction by demonstration, lecture, participation, or examination: Practical Operation means the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

	<b>BARBERING TECHNICAL SUBJECTS</b>	<b>Minimum Technical Instructional Hours</b>	<b>Minimum Practical Operations</b>
1	<b>Hairdressing-1100 hours of technical &amp; practical training</b>		
	<b>Hairstyling</b> Hair analysis, shampooing finger waving, pin curling, comb outs, straightening, waving curling with hot combs and hot curling irons and blower styling.	65	240
	<b>Permanent Waving and Chemical Straightening</b> Hair analysis, acid and alkaline permanent waving, chemical straightening including sodium hydroxide and other base solutions.	40	105
	<b>Hair Coloring and Bleaching</b> Use of semi-permanent, demi-permanent and temporary color, PD and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights and use of dye removers.	60	50
	<b>Hair Cutting</b> Use of scissors, razor (shaper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting.	20	80
2	<b>Shaving-200 hours of technical &amp; practical training</b>		
	<b>Preparation and Performance</b> -preparing hair for shaving, assessing the condition of the clients skin, performing shaving techniques, applying aftershave antiseptic following facial services, massaging the clients face, rolling cream massages.	100	40
3	<b>Health &amp; Safety-200 Hours of technical instruction</b>		
	<b>The Barbering and Cosmetology Act and the Board's Rules and Regulations</b>	20	N/A
	<b>Health and Safety/Hazardous Substances</b> Shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical make-up, physical, and chemical changes of matter.	45	N/A
	<b>Disinfection &amp; Sanitation</b> Shall include, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper	20	N/A



	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.		
	<b>Anatomy &amp; Physiology</b> Human Anatomy, Human Physiology.	15	N/A
4	<b>Additional Training</b> Incorporated throughout the program: Communication skills, Professional ethics, personal hygiene, good grooming, salesmanship, record keeping, client service record, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers. May also include not more than sixteen (16) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record.	10	N/A

### III. COSMETOLOGY COURSE OF STUDY – 1000 CLOCK HOURS

#### **COSMETOLOGY COURSE OF STUDY (1,000 CLOCK HOURS)**

The course of study for students enrolled in a cosmetology course shall consist of sixteen hundred (1000) clock hours which include a minimum of 600 clock hours of technical instruction and 400 practical operations covering all practices constituting the art of cosmetology: The minimum combined total clock hours of 1,000 , include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

#### **COSMETOLOGY COURSE EDUCATIONAL GOALS**

The cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment as a cosmetologist. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair-colorist, salon owner, product demonstrator, and styling publicist. SOC 39-5012

#### **COSMETOLOGIST COURSE PERFORMANCE OBJECTIVES**

The licensed cosmetologist will be prepared to seek profitable employment as a hairdresser, salon manager, hair-colorist, Hair Cutter, Facial Specialist, Manicurist, Television or Movie Studio work, salon owner, product demonstrator, or platform artist. They will be versed in all areas of Cosmetology.

#### **COSMETOLOGIST COURSE GRADUATION REQUIREMENTS**

When a student has completed the required theory hours and practical operations in Cosmetology, with a GPA (Grade Point Average) of "C" (70%) or better, and he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Cosmetology Examination.

#### **COSMETOLOGIST COURSE LICENSING REQUIREMENTS**

A Cosmetology 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 Cosmetology State Board Exam with a score of at least 75 on the written part and a score of at least 75 on the practical part.

**COSMETOLOGY STATE BOARD REQUIREMENT FOR TAKING EXAMINATION:**

The Barbering and Cosmetology Act, No. 7337: “Every application for admission to examination and licensure shall be in writing, on forms prepared and furnished by the board. Each application shall be accompanied by the required fee, and shall contain proof of the qualifications of the application for examination and licensure. It shall be verified by the oath of the applicant. Every applicant shall, as a condition of admittance to the examination facility, present satisfactory proof of identification. Satisfactory proof of identification shall be in the form of a driver's license or identification card, containing the photograph of the person to whom it was issued, by any State, Federal or other government entity.”

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

<b>COSMETOLOGY CURRICULUM (1000 Total Clock Hours)</b>		
<b>SUBJECT</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL INSTRUCTION (HOURS)</b>
<b><u>400 Hours of Technical Instruction and Practical Instruction in Hair Dressing</u></b>		
<b>Hairstyling-Services:</b> The subject of Hairstyling shall include instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, finger waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	100	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.	100	100
<b><u>300 Hours of Technical Instruction in Health and Safety</u></b>		
<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. Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness	140	
<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.	90	50
<b><u>200 Hours of Technical Instruction and Practical Instruction in Esthetics</u></b>		
<b>Skin Care:</b>	75	75

Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.		
<b>Hair Removal and Lash and Brow Beautification:</b> Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays	25	25
<b><u>100 Hours of Technical Instruction and Practical Instruction in Manicuring and Pedicuring</u></b>		
<b>Manicure and Pedicure:</b> Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.	50	50
<b>Additional Training for Professionalism</b> (Incorporated throughout the program: Communication skills, Professional ethics, personal hygiene, good grooming, salesmanship, record keeping, client service records, and basic tax information relating to booth renters, independent contractors, employees, and employers.	20	N/A
<b>Total Theory Hours and Practical Hours</b>	600	400

#### IV. BARBERING COURSE OF STUDY – 1000 CLOCK HOURS

##### **BARBERING COURSE OF STUDY (1,000 CLOCK HOURS)**

The course of study for students enrolled in a barbering course shall be consist of fifteen hundred (1000) clock hours which include of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. The minimum combined total clock hours of 1,000 include 550 hours of theoretical instructions and 450 hours of technical instruction phase. The provided theoretical and technical instructions will give the students opportunity to acquire the necessary skills and knowledges developed under the supervision of the school's instructors.

##### **BARBERING COURSE EDUCATIONAL GOALS**

The barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a barber. The knowledge and skills will prepare licensed students for work as a barber, salon manager, hair-colorist/stylist, barber shop owner, product demonstrator, and styling publicist. SOC 39-5011

##### **BARBERING COURSE PERFORMANCE OBJECTIVES**

1-Acquire knowledge of laws and rules created by the California State Board of Cosmetology. 2- Understand sterilization procedures. 3- Acquire knowledge of general theory relative to Barber,

chemistry, and theory relative to practical procedures performed. 4- Acquire business management techniques common to Barber.

### **BARBERING COURSE GRADUATION REQUIREMENTS**

When a student has completed the required theory hours and practical operations in Barbering, with a GPA (Grade Point Average) of “C” (70%) or better, and he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Cosmetology Examination.

### **BARBERING COURSE LICENSING REQUIREMENTS**

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 Barbering State Board Exam with a score of at least 75 on the written part and a score of at least 75 on the practical part.

### **BARBERING STATE BOARD REQUIREMENT FOR TAKING EXAMINATION:**

The Barbering and Cosmetology Act, No. 7337: “Every application for admission to examination and licensure shall be in writing, on forms prepared and furnished by the board. Each application shall be accompanied by the required fee, and shall contain proof of the qualifications of the application for examination and licensure. It shall be verified by the oath of the applicant. Every applicant shall, as a condition of admittance to the examination facility, present satisfactory proof of identification. Satisfactory proof of identification shall be in the form of a driver's license or identification card, containing the photograph of the person to whom it was issued, by any State, Federal or other government entity.”

Technical instruction means instruction by demonstration, lecture, participation, or examination: Practical Operation means the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

<b>BARBERING CURRICULUM (1000 Total Clock Hours)</b>		
<b>SUBJECT</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL INSTRUCTION (HOURS)</b>
<b><u>500 Hours of Technical Instruction and Practical Instruction in Hair Dressing</u></b>		
<b>Hairstyling Services:</b> Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	100	150
<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.	100	150
<b><u>200 Hours of Technical Instruction and Practical Instruction in Shaving</u></b>		
<b>Shaving and Trimming of the Beard:</b> Including instruction on preparing the client’s hair for shaving,	100	100

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.		
<b><u>300 Hours of Technical Instruction in Health and Safety</u></b>		
<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. <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.	140	
<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.	90	50
<b>Additional Training for Professionalism</b> Incorporated throughout the program: Communication skills, Professional ethics, personal hygiene, good grooming, salesmanship, record keeping, decorum, client service records, and basic tax information relating to booth renters, independent contractors, employees, and employers.	20	N/A
<b>Total Theory Hours and Practical Hours</b>	550	450

## V. ADVANCE MANICURIST COURSE OF STUDY – 600 CLOCK HOURS

\*\*\*PENDING BPPE APPROVAL\*\*\*

### ADVANCE MANICURIST COURSE OF STUDY (600 CLOCK HOURS)

The course of study for students enrolled in an advance manicurist course shall consist of six hundred (600) hours which include of technical instruction and practical operations covering all practices constituting the art of a manicurist and pedicurist. The minimum combined total clock hours of 600, which include 400 hours of technical instruction phase that emphasizes on topics that required by State Board and the student will also have the opportunity to acquire the necessary skills through practical applications developed under the supervision of the school’s instructor. In addition to the 400 hours of basic training, the student will be required to complete 200 clock hours of advance training that focuses on nail designs, nail designs, and electric filing.

**Prerequisite:**High school diploma

#### **ADVANCE MANICURIST COURSE EDUCATIONAL GOALS:**

The Manicurist course of study is designed to prepare students for the state licensing examination and for profitable employment as a manicurist specialist, pedicurist specialist, product demonstrator, and nail artist. SOC 39-5092

#### **ADVANCE MANICURIST COURSE PERFORMANCE OBJECTIVES:**

Acquire knowledge of laws and rules created by the California State Board of Cosmetology, knowledge of general theory relative to manicuring chemistry and theories relative to practical procedures performed,

knowledge in business management techniques common to manicurist, and knowledge in sterilization procedures.

**Length of Program:**

Hours in Length      600 hours

**Direct Classroom Instructions**

CLASS HOURS

Tuesday-Saturday: 9:00 am - 5:30 pm (Full time)

Monday-Friday: 5:00 pm - 9:00 pm (Part time)

Classes start weekly, every Monday (Part time) and every Tuesday (Full time)

**Hybrid Instructions**

Technical instructions will be delivered via Zoom

Practical instructions will direct classroom

CLASS HOURS

**Full-Time**

Tuesday, Thursday, and Saturday: 8:30 am – 5:00 pm (Zoom meeting technical instructions)

Wednesday and Friday: 8:30 am – 5:00 pm (Direct class room practical instructions)

**Part-Time**

Monday, Wednesday, and Friday: 5:00 pm – 9:00 pm (Zoom meeting technical instructions)

Tuesday and Thursday: 5:00 pm – 9:00 pm (Direct class room practical instructions)

Prospective cosmetology students will be required to attend technical instructions through online video conferencing lectures in conjunction with direct classroom practical operations in order to meet the requirements of BBC for licensing.

**Recommended Text:**

Milady Standard Nail Technology, 8th Edition

ISBN-13: 978-0357446867

**COURSE STRUCTURE**

The course will be divided into two parts; Technical instructions and practical operations. The technical instructions of this course will be delivered via Zoom. Each student will be provided meeting ID and password for accessing regular schedule meeting. The practical operations will be delivered via direct classroom. The activities that involves zoom will include lecture, chats, discussions, demonstrations, and performance evaluations

**TECHNICAL ASSISTANCE**

If you need technical assistance at any time during the course or to report a problem with Zoom you can:

- Visit Zoom website for direct technical assistance
- Contact AAA Beauty College office

**Important Note:** This syllabus, along with course assignments and due dates, are subject to change. It is the student’s responsibility to check with AAA Beauty College for updates to the syllabus. Any changes will be clearly noted in course announcement.

**COURSE MATERIALS REQUIREMENTS**



**In-Class Instructions:**

- Students are required to have kits and books

**Hybrid Instructions:**

- Students must provide their own electronic device with internet access for attending regular scheduled online instructions.
- Students will be provided with meeting codes to join Zoom meeting at time of registration.
- Technical instructions will be delivered via Zoom meeting in accordance with the course schedule.
- Practical operations training will be direct classroom instructions as specified in the schedule

Instructor is responsible to monitor students' attendance by maintaining roll call before instruction delivery and after returning from break. Instructor will be evaluating student progress through regular meeting, observation of student understanding, and student participations.

**EQUIPMENT TO BE USED DURING THE EDUCATIONAL PROGRAM**

- |   |   |
|---|---|
| ▪ Cotton  | ▪ Hand lotion   |
| ▪ Hand soap   | ▪ Liquid polish (medium to dark shade)  |
| ▪ Container and supplies for preparation of wet and dry sanitary maintenance area | ▪ Cuticle nippers and scissors  |
| ▪ Container for disinfection of implements  | ▪ Metal cuticle pusher  |
| ▪ Disinfectant solution that Meets Requirements of Board Regulation               | ▪ Plastic/orangewood stick  |
| ▪ Polish remover  | ▪ Sufficient terry towels for manicuring examination                                  |
| ▪ Manicure bowl and brush   | ▪ Paper towels  |
| ▪ Pedicure tubs   | ▪ Portion cups  |
| ▪ Emery boards  | ▪ First-aid supplies for cuts   |
| ▪ Cuticle solvent   | ▪ Sufficient material and equipment to apply acrylic nails, nail tips, and nail wraps |
| ▪ Cuticle oil or cream  | ▪ 6 Manicure stations   |
|   | ▪ 1 Time clock or time scanner  |

**FACULTY QUALIFICATIONS:**

One instructor is needed for this educational program. The qualification needed for each faculty is three or more years of experience as a licensed Manicurist.

**3 YEARS ENROLLMENT PROJECTION OF THE PROGRAM FOLLOWING APPLICATION 94886 BEING SUBMITTED:**

This institution anticipates an enrollment in this program in each of the next three years as described below. Part of the commitment the owners have made is to develop and deliver a broad assortment of high quality programs. This goal is in part realized by the institution's managerial decisions which include the establishment of enrollment goals which are not based on the results of recruitment through advertising and promotion of the programs, but are the result of goal setting which requires the proper and careful delivery of our programs to manageable cohorts. The projections then are not driven by advertising budgets or campaigns or substantial Internet presence. The projections submitted are driven by the enrollment goals set by management, which are congruent with the school's capacity to deliver on its representations and promises. The initial year goal was set based on the enrollment requirements of the Board of Barbering and Cosmetology. The two succeeding years are based on the institution's understanding of demand for Cosmetology training in general and specifically in the San Diego county area which is why we believe these enrollment goals are attainable.

Year One      25



Year Two 25

Year Three 25

**If licensure is a goal of an education program, a copy of the approval from the appropriate licensing agency or a copy of the intent to approve conditioned solely upon institutional approval from the Bureau will also meet this requirement.**

Licensure is a goal of this program. The licensing agency for this program, the California Board of Barbering and Cosmetology, tests graduates of approved cosmetology board schools. Programs approval from that board is contingent upon approval of an application submitted to the Bureau for Private Postsecondary Education (BPPE).

<b>MANICURING CURRICULUM (600 Total Clock Hours)</b>		
<b>SUBJECT</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL INSTRUCTION (HOURS)</b>
<b><u>200 Hours of Technical Instruction and Practical Instruction in Nail Care</u></b>		
<b>Manicures and Pedicures:</b> including water and oil manicures, hand and arm massage, complete pedicures, foot and ankle massage, nail analysis, nail repairs, and application of artificial nails, liquid, gel, powder brush-ons, dip, nail tips, and wraps.	100	100
<b><u>200 Hours of Technical Instruction and Practical Instruction in Health and Safety</u></b>		
<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.	90	
<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.	60	40
<b>Additional Training for Professionalism</b> (Incorporated throughout the program: Communication skills, Professional ethics, personal hygiene, good grooming, salesmanship, record keeping, client service records, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.	10	N/A
<b>Advance Training:</b> Nail arts, Nail designs, and Electric Filing	100	100
<b>Total Theory Hours and Practical Hours</b>	360	240

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

The minimum combined total clock hours of 400 include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.

Technical instructions mean instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audios and visual films, tapes, slides and examinations.

Practical operations mean the actual performance by the student of complete services on another person or a mannequin.

## **VI. MANICURIST COURSE OF STUDY - 400 CLOCK HOURS**

### **MANICURIST COURSE OF STUDY (STATE REQUIREMENTS: 400 HOURS, AND ADDITIONAL TRAINING (OPTIONAL: 100 HOURS)**

The course of study for students enrolled in a manicurist course shall consist of four hundred (400) hours which include a minimum of 110 clock hours of technical instruction and practical operations covering all practices constituting the art of a manicurist and pedicurist. The minimum combined total clock hours of 400, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

### **MANICURIST COURSE EDUCATIONAL GOALS:**

The Manicuring course of study is designed to prepare students for the state licensing examination and for profitable employment as a manicurist specialist, product demonstrator or nail artist.

SOC 39-5092

### **MANICURIST COURSE PERFORMANCE OBJECTIVES:**

Acquire knowledge of laws and rules created by the California State Board of Cosmetology. Understand sterilization procedures. Acquire knowledge of general theory relative to manicuring chemistry, and theory relative to practical procedures performed. Acquire business management techniques common to manicurist.

### **MANICURIST COURSE GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations in Manicuring with a GPA (Grade Point Average) of "C" (70%) or better, and he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Cosmetology Examination.

### **MANICURIST COURSE LICENSING REQUIREMENTS:**

A Manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring course as described above and passed the Manicuring State Board Exam with a score of at least 75 on the written part and a score of at least 75 on the practical part.

### **MANICURIST STATE BOARD REQUIREMENT FOR TAKING EXAMINATION:**

The Barbering and Cosmetology Act, No. 7337: "Every application for admission to examination and licensure shall be in writing, on forms prepared and furnished by the board. Each application shall be accompanied by the required fee, and shall contain proof of the qualifications of the application for examination and licensure. It shall be verified by the oath of the applicant. Every applicant shall, as a condition of admittance to the examination facility, present satisfactory proof of identification. Satisfactory proof of identification shall be in the form of a driver's license or identification card, containing the photograph of the person to whom it was issued, by any State, Federal or other government entity."

Technical instruction means instruction by demonstration, lecture, participation, or examination: Practical Operation means the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

<b>MANICURING CURRICULUM (400 Total Clock Hours)</b>		
<b>SUBJECT</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL INSTRUCTION (HOURS)</b>
<b><u>200 Hours of Technical Instruction and Practical Instruction in Nail Care</u></b>		
<b>Manicures and Pedicures:</b> including water and oil manicures, hand and arm massage, complete pedicures, foot and ankle massage, nail analysis, nail repairs, and application of artificial nails, liquid, gel, powder brush-ons, dip, nail tips, and wraps.	100	100
<b><u>200 Hours of Technical Instruction and Practical Instruction in Health and Safety</u></b>		
<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.	90	
<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.	60	40
<b>Additional Training for Professionalism</b> (Incorporated throughout the program: Communication skills, Professional ethics, personal hygiene, good grooming, salesmanship, record keeping, client service records, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.	10	N/A
<b>Optional For 600-Hour Course:</b> advance class including electric filing and nail design	100	100
<b>Total Theory Hours and Practical Hours</b>	260	140

#### **IV. ESTHETICIAN COURSE OF STUDY – 600 CLOCK HOURS**

##### **ESTHETICIAN COURSE OF STUDY (600 HOURS)**

The course of study for students enrolled in a esthetician course shall be consist of six hundred hours which include the minimum of 190 clock hours of technical instruction and practical operations covering all practices constituting the art of esthetician: The minimum combined total clock hours of

600 , include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

**ESTHETICIAN COURSE EDUCATIONAL GOALS:** (D.O.T. # 332.271.014)

The esthetician course of study is designed to prepare students for the state licensing examination and for profitable employment as a esthetician specialist, product demonstrator or cosmetician.  
SOC 39-5094

**ESTHETICIAN COURSE PERFORMANCE OBJECTIVES:**

The licensed esthetician will be prepared to seek profitable employment as a skin care specialist, skin care salon manager, salon owner, or product demonstrator. They will be versed in all areas of the skin care profession.

**ESTHETICIAN COURSE GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations for a Esthetician, with a GPA (Grade Point Average) of "C" (70%) or better, and he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Esthetician Examination.

**ESTHETICIAN COURSE LICENSING REQUIREMENTS:**

An Esthetician license will be granted by the State of California only after the student has successfully completed and graduated from the Esthetician course as described above and passed the Esthetician State Board exam with a score of at least 75 on the written part and a score of at least 75 on the practical part.

**ESTHETICIAN STATE BOARD REQUIREMENT FOR TAKING EXAMINATION:**

The Barbering and Cosmetology Act, No. 7337: "Every application for admission to examination and licensure shall be in writing, on forms prepared and furnished by the board. Each application shall be accompanied by the required fee, and shall contain proof of the qualifications of the application for examination and licensure. It shall be verified by the oath of the applicant. Every applicant shall, as a condition of admittance to the examination facility, present satisfactory proof of identification. Satisfactory proof of identification shall be in the form of a driver's license or identification card, containing the photograph of the person to whom it was issued, by any State, Federal or other government entity."

Technical instruction means instruction by demonstration, lecture, participation, or examination: Practical Operation means the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

<b>ESTHETICIAN CURRICULUM (600 Total Clock Hours)</b>		
<b>SUBJECT</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL INSTRUCTION (HOURS)</b>
<b><u>350 Hours of Technical Instruction and Practical Instruction in Facials</u></b>		
<b>Skin care:</b> Including chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices,	175	175

cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.		
<b><u>200 Hours of Technical Instruction in Health and Safety</u></b>		
<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.	100	
<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.	70	30
<b><u>50 Hours of Technical Instruction and Practical Instruction in Hair Removal and Lash and Brow Beautification</u></b>		
<b>Hair Removal and Lash and Brow Beautification:</b> Including tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays	25	25
<b>Additional Training for Professionalism</b> (Incorporated throughout the program: Communication skills, Professional ethics, personal hygiene, good grooming, salesmanship, record keeping, client service records, and basic tax information relating to booth renters, independent contractors, employees, and employers.	N/A	N/A
<b>Total Theory Hours and Practical Hours</b>	370	230

## VII. MESSAGE THERAPIST COURSE OF STUDY

**\*COURSE IS CURRENTLY NOT CALIFORNIA MESSAGE THERAPY COUNCIL APPROVED (CAMTC)**

### **MESSAGE THERAPIST (600 CLOCK HOURS)**

The Massage Therapist course of study consists of 600 hours which include the minimum of 300 clock hours of technical instruction and 300 clock hours of practical operations to acquire the necessary skills through practical applications, under the supervision of the school's instructors, to obtain the necessary skills to receive a Massage Therapist Certificate.

**MESSAGE THERAPIST EDUCATIONAL GOALS:** (D.O.T. #334.374-010, 153.227-014, 339.137-010, 076.310-010)

The Massage Therapist course of study is designed to prepare students for a profitable employment as a Massage Therapist through technical instruction and practical operations in class and on actual clients.

## **MASSAGE THERAPIST PERFORMANCE OBJECTIVES:**

The Massage Therapy program is a 600-hours program that prepares students to become Massage Therapists. After completing the Massage Therapist Program at AAA Beauty College, the graduates will have the opportunity to practice their profession by obtaining permit with their respect county to work at chiropractic offices, fine hotels, spas, or salons offering massage services.

\*Graduates must contact their respect county for rules, regulations, and requirements for practicing massage therapy\*

## **PREREQUISITES**

- 2) Applicant must provide a copy of High School Diploma, or its equivalent (GED), or Transcript showing high school completion, or Homeschooled state issued credential completion, or California State Proficiency Test. In the absence of an actual copy of the High School Diploma or its equivalent, applicant will be required to take an Ability to Benefit Test. Applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate will be administered the Combined English Language Skills Assessment (CELSA) Ability to Benefit Test. This test is administered by an independent third party administrator and the cost of the test is paid by the student. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the student does not attain a qualifying score, the student may take a different CELSA test. If the student does not attain a qualifying score on the second test, the student may re-test after 15 days. A qualifying score is 97.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
  - This institution does not award credit for prior experiential learning.
  - This institution has not entered into an articulation or transfer agreement with any other institution.
  - Applicant must provide the following items:
    - valid Social Security card,
    - valid government issued photo identification or driver's license.
  - Physical Ability: Due to the physically demanding nature of the profession, students must take into consideration their health and ability to complete their programs. If you have neck, back, hip, knee, ankle, shoulder, elbow or wrist pain or injuries, you should consult your physician about the likelihood of problems.
  - Pregnancy: Pregnant students may participate in all programs at AAA Beauty College provided they have a written consent from their doctor(s).

Online General Education Diploma (GED) preparation courses are available. GED certification must be taken in person at a state approved adult school in your area:

San Diego Community College District-West City  
3249 Fordham Street, San Diego, CA. 92110  
Tel: 619-3881873 Fax: 619-221-6951

<http://sdce.edu/services/testing/ged>

## **MASSAGE THERAPIST GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations, with a GPA (Grade Point Average) of "C" (70%) or better, he/she is awarded a diploma certifying his/her graduation.

## **MASSAGE THERAPIST CERTIFICATION REQUIREMENTS:**

The Massage Therapy program is a 600-hours program that prepares students to become Massage Therapists. The minimum requirement for state certification by the California Massage Therapy Council



(CAMTC) as a Massage Therapist in the state of California is 500 hours. Applicants must also have passed a CAMTC approved exam (the MBLEx or the BCETMB). The additional 100 hours in this program enhances an advanced level of skills to the student's training and expertise.

The applicant must also provide the following: State Application signed and Fee, Live Scan fingerprint, and a valid Government issued ID. There is a certificate renewal every two years.

### **DRAPING POLICIES:**

AAA Beauty College follows strict Massage Therapist Draping policies and practices to ensure compliance with the general laws of practicing massage therapy. A Massage Therapist Practitioner must appropriately drape the client. A proper drape will not only ensure respect and privacy for the client but also comfort in the flow of massage. All Massage Therapy Practitioner must adhere to the following Draping policies of AAA Beauty College:

1. Draping is required for every massage therapy.
2. Massage Therapy Practitioner must drape the client to assure that the areas receiving treatment are exposed and the public area and genitals are not exposed.
3. Massage Therapy Practitioner must not reach under draping and/or clothing in a way that could risk touch of an area of the body for which the client has not given consent to be touched.
4. Massage Therapy Practitioner must only work on undraped part of the body that was consented by the client.
5. Massage Therapy Practitioner must inform the client of necessary adjust need to be made during the massage session and must receive consent before making the adjustment to the drape.

### **PRACTICES**

To ensure the flow of a massage treatment session, AAA Beauty College Massage Therapy Practitioners follow various draping guidelines that are provided for different part of the body:

#### **Draping The Back**

1. Draping must be appropriate to ensure not exposing the client behind. Drape sheet/cloth must cover at the minimum from the waist to half thigh. At the discreet of the client's request, the drape could extend further to provide comfort and security to the client but not exposing clients' privates.

#### **Draping The Front**

2. Male – Draping must be appropriate to ensure comfort and client's privacy. Drape sheet/cloth must cover at the minimum of the belly button down to client's half thigh. Massage Therapy Practitioner must inform the client when necessary adjustment need to made to the drape. At the consent of the client, Massage Therapy Practitioner can adjust the drape to provide additional treatment.
3. Female – Draping must appropriate to ensure comfort and client's privacy. Drape sheet/cloth must cover at the minimum of the belly button down to client's half thigh. In addition, the female breasts must be fully cover. Massage Therapy Practitioner must inform the client when necessary adjustment need to made to the drape. At the consent of the client, Massage Therapy Practitioner can adjust the drape to provide additional treatment.

#### **Draping**

Massage Therapy Practitioner will provide treatment for undraped areas and must never treat beyond the undraped areas or under the drape to avoid unnecessary contact to clients' private body parts. By keeping these key concepts of draping in mind, AAA Beauty College ensures that the Massage Therapy Practitioners can focus on their training and practice with a relaxed patient, provide better treatments, and improve their practical skills.



In addition to the institution Massage Therapist Policies and Practices, AAA Beauty College also enforces CAMTC's Law that relates to massage therapy. AAA Beauty College adheres to CAMTC code of conducts in relation to Massage Therapy as well as maintaining a zero tolerance educational environment for all students.

### SUMMARY OF COMMON ACTIONS THAT VIOLATE CAMTC'S LAW

This document is intended to provide a list of some common actions that violate CAMTC's law, but this is not, nor is it intended to be, a comprehensive list. For a comprehensive list of legal obligations and violations, please see Business and Professions Code sections 4600 et. seq., which can be found on CAMTC's website. Every case is evaluated on a case-by-case basis including the totality of the circumstances. The mere fact that conduct is not listed here does not mean that CAMTC can't take action on it. Likewise the fact that something is listed here doesn't mean that CAMTC is required to or will take action on it.

### THE FOLLOWING CONDUCT VIOLATES THE MASSAGE THERAPY ACT

- Touching or massaging a client's genitals or anus for any reason;
- Touching or massaging female breasts without first having both the client's agreeing in writing and a referral from a licensed California health care provider, like a Doctor or Nurse;
- Failing to properly drape a client so that genitals, anus, or female breasts are exposed;
- Prostitution related acts, such as agreeing to provide sex acts for money, obtaining people to engage in prostitution, receiving money for prostitution acts others are engaged in, or owning or managing a massage business where acts of prostitution occur.
- Lewd conduct such as exposing yourself to clients or touching yourself in front of a client.
- Posting sexually suggestive ads for massage services. This means ads that suggest sex, such as:
  - Ads with women in bikinis, lingerie, underwear, bent over, or with cleavage showing;
  - Words that suggest that sex acts will take place, like "Happy Ending."
- Engaging in sex acts on the premises of a massage business or while massaging someone for compensation. Even if both parties agree to engage in the sex act (for example a married couple), it is a violation of the law if it happens at a massage business or while providing a massage for money.
- Failing to properly supervise massage providers on the premises of a massage business.
- Convictions for acts that are substantially related to the qualifications, functions, or duties of a certificate holder. This includes infractions, municipal code violations, misdemeanors, and felonies for things like:
  - Prostitution, sexual assault, multiple instances of petty theft, violent acts, and acts that happen at a massage business or while providing a massage (such as disturbing the peace)
  - Being required to register as a sex offender in California or another state.
  - Having your local permit or business license denied, revoked, suspended, fined, or acted against or getting an administrative or civil citation related to massage.
  - Lying on your application or omitting all information requested on the application.
  - Failing to update CAMTC and notify of things like new convictions, administrative or civil citations, arrests with charges filed for prostitution and other sexually related crimes, work or home address changes.
  - Dressing inappropriately while visible to clients in a massage establishment. This means clothing that is transparent, see-through, or substantially exposes undergarments; or exposes breasts, buttocks, or genitals; or in swim attire if not providing a water based modality approved by CAMTC.
  - Failing to include name and certificate number in ads for massage services.
  - Failing to notify CAMTC and update address or email address within 30 days of a change.

California Massage Therapy Council's mission is to protect the public by certifying massage professionals in California that meet the requirements in the law and approving massage programs that meet the minimum standards for training and curriculum.

### MESSAGE THERAPY COURSE DISCLOSURES:

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicant for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

Student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 800, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337.

	<b>MESSAGE THERAPY SUBJECT</b>	<b>TECHNICAL INSTRUCTION HOURS</b>	<b>PRACTICAL INSTRUCTION HOURS</b>
<b>1</b>	<b>BUSINESS AND ETHICS – MESSAGE ADMINISTRATION</b>		
	A. Requirements for the Practice of Therapeutic Massage	10	N/A
	B. Professional Ethics for the Massage Practitioners	N/A	10
	C. Resume, Marketing, and Business Managements, and Strategies for Success	5	N/A
<b>2</b>	<b>CONTRAINDICATIONS - MESSAGE PRACTICES</b>		
	A. Effect, Benefits, Indications, Contraindication and Endangerment Sites	35	N/A
<b>3</b>	<b>HEALTH AND HYGIENE</b>		
	A. Sanitary and Safety Practices	20	N/A
<b>4</b>	<b>ANATOMY AND PHYSIOLOGY</b>		
	A. Relationship of Anatomy and Physiology to Massage & Bodywork	120	40
	B. Medical and Anatomical Terminology		
	C. The Integumentary System (Skin) and related Pathologies		
	D. The Skeletal System and related Pathologies		
	E. The Muscular System and related Pathologies		
	F. The Circulatory/Lymph System and related Pathologies		
	G. The Nervous System and related Pathologies		
	H. The Endocrine System and related Pathologies		
	I. The Respiratory System and related Pathologies		
	J. The Digestive System and related Pathologies		
	K. The Excretory System and related Pathologies		
	L. The Reproductive System and related Pathologies		
<b>5</b>	<b>HANDS ON - APPLICATION OF MESSAGE TECHNIQUES</b>		
	A. Basic Massage Movements		20
	B. Kinesiology: Body Mechanics, Postures, and Stances		40
	C. Procedures for Complete Body, Face, and Scalp Massage		30
	D. Swedish Massage		50
	E. Deep Tissue Massage		50
	F. Reflexology		30
	G. Chair Massage		20
	H. Prenatal Massage		20
<b>6</b>	<b>ADDITIONAL SUBJECT MATTER</b>		
	A. Nutrition	20	N/A
	B. Equipments/Products, Client Consultation, SOAP and Record Keeping	20	20

	C. Draping Procedures and Practice	20	20
	<b>TOTAL HOURS</b>	<b>250</b>	<b>350</b>



### TUITION AND FEES

CURRENT FEES AND TUITION: Total costs include tuition, books, supplies and equipment.

\* Prices subject to change without notice.

<b>COURSE</b>	<b>REGISTRATION Non-refundable</b>	<b>BOOK Non- refundable</b>	<b>KIT Non- refundable</b>	<b>UNIFORM Non- refundable</b>	<b>TUITION</b>	<b>TOTAL COST</b>
<b>COSMETOLOGY 1600 hours</b>	\$100.00	\$365.00	\$500.00	\$20.00	\$20,000	\$20,985.00
<b>BARBERING</b>	\$100.00	\$365.00	\$500.00	\$20.00	\$17,500	\$18,485.00
<b>COSMETOLOGY 1000 hours</b>	\$100.00	\$365.00	\$500.00	\$20.00	\$15,000.00	\$15,985.00
<b>BARBERING 1000 hours</b>	\$100.00	\$365.00	\$500.00	\$20.00	\$15,000.00	\$15,985.00
<b>ESTHETICIAN 600 hours</b>	\$100.00	\$350.00	\$300.00	\$20.00	\$9,000.00	\$9,770.00
<b>MANICURIST 600 hours</b>	\$100.00	\$325.00	\$175.00	\$20.00	\$9,000.00	\$9,620.00

<b>MANICURIST 400 hours</b>	\$100.00	\$325.00	\$175.00	\$20.00	\$6,000.00	\$6,620.00
<b>MASSAGE THERAPY 600 hours</b>	\$100.00	\$350.00	\$200.00	\$20.00	\$9,000.00	\$9,670.00

**Cosmetology 1600 hours**

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$20,985.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$20,985.00

**Barbering 1500 hours**

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$18,485.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$18,485.00

**Cosmetology 1000 hours**

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$15,985.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$15,985.00

**Barbering 1000 hours**

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$15,985.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$15,985.00

**Esthetician**

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$9,770.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$9,770.00

**Advance Manicurist**

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$9,620.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$9,620.00

**Manicurist**

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$6,620.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$6,620.00

**Massage Therapy**

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$9,670.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$9,670.00

**NOTES:**

- \*This institution reserves the right to change the tuition and fees without prior notice. However, any change will not affect currently enrolled students.

**EXTRA INSTRUCTION CHARGES**

The school is authorized to charge additional fees for any training required beyond the end of the contract period. Additional training charges are assessed at the current rate charged per hour at the end of the student's contract period, for all remaining hours to be completed at the end of the student's contract period, deducting all excused absences. This amount is calculated by dividing the current

tuition cost by the (student's course) total hours, and multiplying this amount by the hours remaining to be completed by the student.

**The above rates would be calculated as follows:**

- Cosmetology 1600 hours \$12.50 per hour of training beyond the enrollment agreement
- Barbering 1500 hours \$11.67 per hour of training beyond the enrollment agreement
- Cosmetology 1000 hours \$15.00 per hour of training beyond the enrollment agreement
- Barbering 1000 hours \$15.00 per hour of training beyond the enrollment agreement
- Skin Care \$15.00 per hour of training beyond the enrollment agreement
- Advance Manicure \$15.00 per hour of training beyond the enrollment agreement
- Manicuring \$15.00 per hour of training beyond the enrollment agreement
- Massage Therapy \$15.00 per hour of training beyond the enrollment agreement

**PAYMENT METHODS**

Students may pay in full up to 30 days in advance of the program/class. CBC will accept cash, personal check, money order, or traveler’s check. Third party payments are accepted. However, it is the student who accepts responsibility for payment of all fees. Delinquent balances will be referred to a collection agency and returned checks will be assessed a \$25 return check processing fee.

This institution does not provide any type of scholarship programs.

**LOANS**

If a student obtains a loan to pay for an educational program at AAABC, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

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

The institution does provide institutional payment plans for the convenience of enrolled students. No interest is assessed.

**IMPORTANT NOTICES & STUDENT RIGHTS**

**THIS INSTITUTION ENCOURAGES STUDENTS TO REVIEW THE CATALOG AND SCHOOL PERFORMANCE FACT SHEET PRIOR SIGNING AN ENROLLMENT AGREEMENT:**

1. “As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged reviewing the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement”.
2. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.
3. Any questions a student may have regarding the catalog that have not been satisfactorily answered by the institution may be directed to the

**Bureau for Private Postsecondary Education  
1747 N. Market Blvd. Ste 225  
Sacramento, CA 95834  
or**



**P.O. Box 980818  
West Sacramento, CA 95798-0818.**

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

**Telephone and Fax #'s: (888)370-7589 or by fax (916)263-1897  
(916)574-8900 or by fax (916)263-1897**

4. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary by calling (888) 370-7589 toll-free or completing a complaint form, which can be obtained on the Bureau's Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)
5. Requests for a School Catalog can be filled by downloading the School Catalog from the school's website ([www.aaabeautycollege.com](http://www.aaabeautycollege.com)), by sending an e-mail to ([aaabeautycollege@gmail.com](mailto:aaabeautycollege@gmail.com)) and requesting one through the website, or by calling the school and requesting a Catalog be sent through the mail.
6. Default Statement: When an institution is in default, student institutional charges may be refunded on a pro rata basis if the Bureau (BPPE) 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 the institution does not make that provision, a total refund of all institutional charges shall be made to the student. §94927
7. Student Tuition Recovery Fund Disclosures.

“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.” Schedule STRF shall be collected at \$2.50 per \$1000 of tuition.

“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 N. Market Blvd. Ste 225  
Sacramento, CA 95834**

**or**

**P.O. Box 980818  
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**Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

**Telephone and Fax #'s: (888)370-7589 or by fax (916)263-1897  
(916)574-8900 or by fax (916)263-1897**

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-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.

## **SCHOOL RULES AND REGULATIONS**

Schools and businesses rely on standards and rules in order to operate successfully. To comply with the expectations from the State Board of Cosmetology, and to be professional, everyone must follow these rules:

### **ATTENDANCE:**

- Student must be prompt, must attend full time (40 hours), three quarter (30 hours), or half time (20 hours) as enrolled.
- Doctors' excuses are required for absences due to illness.
- Class hours: Tuesday-Saturday: 9:00am-5:30pm (Full time) and Monday-Friday:5.30pm-9:30pm (Part time).
- Students punch IN/OUT, time cards must be clearly legible.
- Students must clock own time cards.
- Students must report absence on a daily basis.
- Students, who are not clocked in by 9:07 AM, will not be allowed to clock in until 10:30 AM.
- Students with an excess of three (3) un-excused absences within 30 days will be counseled. More than three counseling's in three months may result in suspension, probation, or termination of enrollment.

### **APPEARANCE:**

- A clean, white uniform coat is required. May wear White Lab Coats.
- Shoes must have closed toes and no high heels.
- Supplies for personal services must be furnished by student.
- No gum chewing, smoking, food, coffee, or soft drinks at stations, desk, table, or classroom.
- Hair may be worn in any fashionable style and may be any length. Your hair must be clean and neat.

- Strong odors such as cigarette smoke, bad breath, body odors, perfume, colognes, and aftershaves are not considered professional.
- Distracting ornaments are not appropriate in a salon, and are not to be worn at school.
- For students in the massage programs, the dress code requires students to wear neat and clean, opaque garments that cover at least from the collarbone to 4 inches above the knee. A polo shirt and long pants or walking shorts are recommended. Sleeveless shirts, tank tops, spaghetti straps and bare midriffs are not allowed. Shoes must be worn outside of the massage classroom at all times. Fingernails must be kept short and clean. Acrylic nails are not permitted.

### **EQUIPMENT:**

- Kits and equipment must be kept in a sanitary condition, according to State Board rules.
- Mirrors and stations must be kept clean by students.

### **SERVICE:**

- Never talk patrons out of services you do not feel like performing.
- Do not argue with patrons.
- Greet patrons by name, be polite.
- Never complain in front of patrons.
- Do not talk over the heads of the patrons to others.
- Remember that extra services or service on long hair requires special fees to be paid first at the front desk.

These rules are designed to help you form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a cosmetologist, manicurist, cosmetician, massage therapist, or instructor. Violation of school rules and regulations may result in suspension or termination.

### **IMMEDIATE WITHDRAWAL:**

1. Perpetration of theft of any object belonging to another student, customer, and/or school.
2. Physical or vulgar abuse of another individual committed on campus grounds.
3. Use of drugs, alcohol, or behavior altering substance.
4. Causing class disruption after being warned for the same infraction in the past.
5. Clocking another student time card or have another student do the same for you
6. Forging any information on time cards.

### **ONE WEEK SUSPENSION:**

1. Leaving school grounds without supervisor permission.
2. Failure to come to school without necessary equipment.
3. Not following class / floor instructor directions without authorization of instructor.
4. Use of foul language, ethnic, racial or sexual slurs.
5. Use of products, services not charged on service ticket, or using any other products other than those carried by school.
6. Carrying any time cards (own or another student) off school grounds.
7. Refusing to perform services or being impolite to a patron.
8. Smoking or eating outside of designated area.
9. Spreading gossip about another student, staff or patron.
10. Assigning patron services to another student and receiving personal services without permission of instructor in charge.

### **THE THREE (3) VIOLATIONS LEADING TO TWO WEEK SUSPENSION:**

1. Improper Attire (uniform), unauthorized substitutes.

2. Practice of improper sanitation and sterilization measures.
3. Failure in daily cleaning-up of work area and assigned duties at the end of the day.
4. Failure to clock in and out in the proper manner.
5. Being late or leaving class or clinic without proper authorization.

**GENERAL:**

1. Three suspensions constitute sufficient cause for withdrawal from this school.
2. It must be realized that above guidelines do not encompass all violations that may occur and therefore are not all inclusive or limit any action that may be taken by the school.
3. Rules and Regulations maybe revised at any time as the school administrator deems necessary to meet internal state and federal standards.

**CALIFORNIA BUSINESS AND PROFESSIONS CODE: MASSAGE THERAPY ACT Section 4611**

(a) It is an unfair business practice for a person to do any of the following:

(1) To hold himself or herself out or to use the title of “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the council pursuant to this chapter.

(2) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

(b) In addition to any other available remedies, engaging in any of the prohibited behaviors described in subdivision (a) constitutes unfair competition under Section 17200.

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