



**VR Professional Academy, Inc.**

**dba**

**VR Professional Academy**

# **Catalog 2023-2024**

**July 1, 2023 to December 31, 2024**

Last updated: June 19, 2024

**Main Campus**

VR Professional Academy  
1600 S. Azusa Avenue #242  
City of Industry, CA 91748  
**(626) 600-4766**

<https://www.vrbeautyacademy.com/>

E-mail: [vrprofessional704@gmail.com](mailto:vrprofessional704@gmail.com)

**FROM THE DIRECTOR**

**WELCOME...!**

**Dear Student,**

Welcome to **VR PROFESSIONAL ACADEMY** and thank you for selecting us to assist you in obtaining your desired Cosmetology training. You are now entering a field that will hopefully provide you with the opportunity for a successful future in the beauty and wellness industry.

At **VR PROFESSIONAL ACADEMY**, we offer you the basic training to pass the Board of Barbering and Cosmetology examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success.

It is a pleasure to have you join us at **VR PROFESSIONAL ACADEMY**. My goal is to help you discover your ability to transform your life 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.

**Sincerely,**

**Xiaoran Wei**  
**Director**

# TABLE OF CONTENTS

<b>Topic</b>	<b>Page #</b>
<b>Cover</b>	<b>1</b>
Welcome	2
Table of Contents	3-4
Approval Disclosure Statement	5
Accreditation	5
Bankruptcy Disclosure	5
Educational Objectives/Mission Statement	6
Administration Business Hours Admission	6
Policy	6-7
Credit Evaluation	7
International Students	7
Re-Entry Policy	7
ESL (English as a second Language)	7
Housing	7
Class Start Dates Schedules	7
Class Schedules	7
Calendar and Holidays	8
Grievance Procedure	8
Disclosure and Retention of Student Records	8
Transcripts	8
Facilities	8
Handicapped	8
Health and Physical Considerations	8
Orientation Class	9
Statement of Non-Discrimination	9
Career Counseling	9
Drug Abuse Prevention Program	9
Placement	9
Attendance, Tardy and Grace Period Policies	9
Attendance Status	9
Class & Practice Hours - Credit Procedure	9
Grading System	10
Graduation Requirements	10
Leave of Absence	10
Satisfactory Academic Progress (SAP)	10-12
Evaluations Periods	10
Attendance Progress Evaluations	10-11
Maximum Time Frame	11
Determination of Progress Status	11
Warning	11
Probation	11
Re-Establishment of Satisfactory Academic Progress	11
Interruptions, Course Incompletes, Withdrawals	11
Appeal Procedures	12
Noncredit, Remedial courses, repetitions	12
Transfer Hours	12
Gainful Employment	12
Courses of Study	13
Externship Policy	13

Tuition,Fees and Policies	13
Textbooks, Equipment and Supplies	14
Tuition and Fee Schedule	14
Extra Instruction Charge	15
Brush-up	15
Method of Payment	15
STRF	15-16
Withdrawal from school	16
Student’s Right to Cancel	16
Refund Policy	16
Withdrawal Date	17
Determination of Withdrawal Date from School	17
The institution refund policy	17
Freshman Class	17
Student Clock Hour Policy	18
Timecard Credit	18
Online Class instruction	18
Rules and Regulations	19-20
DOT AND CIP CODES	20
Cosmetology Curriculum	20-22
Esthetician Curriculum	23-24
Manicure Curriculum	25-26
Licensure Eligibility for ALL Barbering and Cosmetology Programs	27
Licensure Requirements for ALL Barbering and Cosmetology Programs	27
Grounds for Denial of a License	27
State Licensure Requirements	27
FERPA	28
VR PROFESSIONAL ACADEMY Organizational Chart	29

**Catalog Updated regularly**  
**Revised 06/19/2024**  
**Expires 12/31/2024**

### **APPROVAL DISCLOSURE STATEMENT:**

**VR PROFESSIONAL ACADEMY 1600 S. Azusa Ave. #242 City of Industry, CA 91748 (where training is provided)** This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

This approval DOES NOT Mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.

Approved are the courses: **Cosmetology 1,000 Clock Hours, Esthetician 600 Clock Hours, and Manicurist 400 Clock Hours.**

Instruction is in residence with facilities occupancy level accommodating 150 students at any one time.

### **ACCREDITATION:**

This institution **is not** accredited by the **NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES ((NACCAS) 3015 Colvin Street, Alexandria, VA 22314 (703) 600-7600**, an agency recognized by the United States Department of Education as a national agency for the institutional accreditation of postsecondary schools and departments of cosmetology arts and sciences. Once we can be an accredited institution, our qualified students may apply for and receive financial assistance for tuition and other costs.

This school currently **does not** have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. **FEDERAL PELL GRANT, FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT, and FEDERAL DIRECT LOAN to assist student and parents.**

The following are state Programs, bureaus, departments, or agencies which set minimum standards for our program of studies: **BOARD OF BARBERING & COSMETOLOGY AND THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."

Also, visit the physical facilities of the school and to discuss personal, educational, and occupational plans with school personnel prior to enrolling or signing enrollment agreement. Persons seeking to resolve problems or complaints should first contact the instructor in charge.

Requests for further action may be made to the Director - MR. HARRY WEI.

All information in the contents of this school catalog is current and correct and is so certified as true by:  
**Mr. Xiaoran Wei, Director/Owner.**

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to  
the Bureau for Private Postsecondary Education  
at 1747 North Market Blvd., Suite 225,  
Sacramento, CA 95834,  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
toll-free telephone number (888) 370-7589 or by fax (916) 263-1897."

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

### **BANKRUPTCY DISCLOSURE:**

VR PROFESSIONAL ACADEMY has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against them under Federal law.

### **EDUCATIONAL OBJECTIVES/MISSION STATEMENT:**

At **VR PROFESSIONAL ACADEMY**, our mission is to offer training that prepares the student to acquire the knowledge and skills necessary to pass the Board of Barbering & Cosmetology Licensing Exams.

In the process, our objective is to maximize the development and personal growth of each student as a total person, to help each student discover his/her potential and hopefully function as cosmetology entrepreneurs of the future.

Our vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the health, spa, and beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: **Hair Stylist, Hair Colorist, Barber, Skin Care Specialist, Manicurist, Make-up Artist or as a Beauty Salon Operator**. Normal progression should move him or her to positions such as **Beauty Salon Manager, Beauty Salon Owner or School Owner**.

These exciting activities are carried out in an environment that is characterized by: **Spacious, well-lighted facilities, Salon-type equipment especially designed to properly enhance student training, an educational philosophy that demands student's adherence to exemplary professional conduct and standards and an instructional methodology that provides continual individualized instructions during the complete tenure of student training**. Students gain skill and confidence from training on quality equipment in comfortable surroundings.

The strict observance of high professional standards enhances their future opportunities for higher paying vocational employment. The constant utilization helps develop skills to their fullest capacities.

**VR PROFESSIONAL ACADEMY** welcomes all persons interested in a career in the beauty industry. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all your questions.

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

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

**Note:** Academic transcripts will not be released until tuition charges are paid in full.

**VR PROFESSIONAL ACADEMY has not entered into an articulation or transfer agreement with any other college or university.**

### **ADMINISTRATION BUSINESS HOURS:**

Tuesday-Saturday 9:00am-6:00pm

### **ADMISSION POLICY:**

It is the institutional policy that prior to enrollment (signing an enrollment agreement) the institution provides and encourages prospective students to review the institutional catalog, the Institutional Performance Fact Sheet and other disclosures posted at the institution's website at

These documents will assist the student to make a more educated selection of the programs of study offered by this institution.

The institutional catalog and disclosures are updated annually; the dates covered by the documents are stated on the cover page.

**Enrollees are admitted as regular students once one of the following criteria has been met.**

- A) Applicant must provide a copy of his/her
  - a. High School Diploma or its equivalent, GED, a High School Transcript showing High School Completion,
  - b. Passing Scores for the California State Proficiency Exam,
  - c. Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or

- d. Out of Country High School Diplomas must be evaluated by independent academic evaluators (third party) to determine the equivalency to a USA High School Diploma.
- B) Students lacking the High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10<sup>th</sup> grade education level or its equivalent as required by the Board of Barbering & Cosmetology.
- C) Our school does not recruit students already attending or admitted to another school offering a similar program of study.

### **CREDIT EVALUATION:**

Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Cosmetology Act and the Board of Barbering and Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on the Board of Barbering and Cosmetology.

### **INTERNATIONAL STUDENTS:**

We **DO NOT** have approval to enroll non-immigrant, foreign students.

### **RE-ENTRY POLICY:**

All students who withdraw may re-enter into the program without the loss of credit Program hours and provided it is within 5 years from the date of their withdrawal which is an institutional policy. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.

### **ENGLISH AS A SECOND LANGUAGE (ESL):**

VR PROFESSIONAL ACADEMY currently does not offer instruction in English as a Second Language. The English entry level is equivalent to a 10<sup>th</sup> grade of education, which is complied with the proof at High School attendance and/or GED completion or its approved equivalent to High School.

VR PROFESSIONAL ACADEMY does not accept students under the Ability-to-Benefit status.

VR PROFESSIONAL ACADEMY curriculums are taught in English only at this time.

It may be taught in Chinese in the near future.

1. English Proficiency Tests: Students must submit standardized test scores such as:
  - \* TOEFL (Test of English as a Foreign Language) with a minimum score of 550 on the paper-based test (PBT) or 80 on the internet-based test (IBT).
  - \* IELTS (International English Language Testing System) with a minimum overall band score of 5.5
2. **\*\*Previous Education\*\***: Documentation of previous English class education in high school equivalence to 10<sup>th</sup> grade English level.
3. **\*\*Language Proficiency Interview\*\***: A virtual or in-person interview conducted by one of our faculty members in English to assess language skills.

**There is NO need to have in our Institution a LANGUAGE PROFICIENCY INFORMATION because our programs will be done at this time ONLY in the ENGLISH LANGUAGE.**

### **HOUSING:**

VR PROFESSIONAL ACADEMY does not have on-campus dormitory housing, under our control.

Our Institution has no responsibility to find or assist students in finding housing; the following represents approximate rental fees for a one-bedroom apartment in the area of the school's location in the City of Industry, CA: \$1,450.00 a month. *Source: <https://www.rentcafe.com/average-rent-market-trends/us/ca/los-angeles/>*

### **CLASS START DATES: 2023-2024:**

Cosmetology, Barbering, Esthetician, and Manicurist courses start the First Tuesday of each month for both Day and Evening classes.

### **CLASS SCHEDULE:**

Full Time	Tuesday - Saturday	8 hours per day	40 hours/ Week
Part Time (Day)	Tuesday - Saturday	8 hours per day	24/32/hours/Week

### **CALENDAR/HOLIDAYS:**

The College is closed on Saturdays and Sundays and the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

A 'special' holiday may be declared for emergencies or special reasons.

**Holydays of all religious beliefs are respected and allowed.**

### **GRIEVANCE PROCEDURE:**

In the event, a student has a grievance, which cannot be resolved to his/her satisfaction with the student's immediate instructor; the student is to make his/her grievance known to the Institution's Director or in his/her absence to the Administrative Assistant, at

**VR PROFESSIONAL ACADEMY**

**1600 S. Azusa Ave. #242**

**City of Industry, CA 91748**

**It is** strongly recommended that all grievances be presented in writing. **VR PROFESSIONAL ACADEMY** will also accept oral grievances.

However, if the issue still is unresolved, students may present their grievance to;

**Bureau for Private Postsecondary Education**

**P.O. Box 980818**

**West Sacramento, CA 95798-0818**

**Phone: (916) 574-8900**

**Toll Free: (888) 370- 7589**

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

**E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)**

### **DISCLOSURE OF EDUCATION RECORDS:**

Students and parents or guardians of dependent minors, have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. The school will maintain files for a minimum of six (6) years.

**Academic Transcripts are kept indefinitely.**

### **Student Proof of Training and Transcripts are kept permanently.**

Students are not entitled to inspect the financial records of their parents. Written consent is required from the student (or their guardian if the student is a dependent minor) before education records may be disclosed to third parties except for accrediting commissions or governmental agencies so authorized by law.

### **FACILITIES:**

**VR PROFESSIONAL ACADEMY** is a spacious (**7500 sq. ft.**) air-conditioned, one story modern, facility with many benefits for our staff and students and close to all public transportation. Our school simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. A student lounge is provided for the students' use with facilities, eating and rest areas. Each student uses a locker to keep his/her uniform and private articles. Our students learn to practice managing the reception desk, logging patrons in, answering the telephone and operating the cash register. Our students learn inventory control and assist in operating our supply system. Our objective is to help and assist our students to pass the licensing exam and become "salon-ready". Library Books and visual/media are available for check-out for further study/research of The Beauty and Wellness industry books and other visual/media resources can be checked out with instructor.

### **HANDICAPPED STUDENTS:**

Access for handicapped students to the institution's facilities is available at the college. This institution does offer programs for the handicapped student depending on the physical ability of the handicapped student.

### **HEALTH AND PHYSICAL CONSIDERATIONS:**

Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with customers. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill training



demands.

### **ORIENTATION CLASS:**

Orientation class for students is held one-on-one basis at time of signing the enrollment agreement and prior to entering and starting classes. All day and evening new students, transfers and re-enrollment students are required to have Orientation Class prior to admission.

### **STATEMENT OF NON-DISCRIMINATION:**

**VR PROFESSIONAL ACADEMY** does not discriminate on the basis of race, ethnic origin, color, religion, sex, handicap, financial status, age or area of origin or residence in its admissions, instruction, or graduation policies.

### **CAREER COUNSELING:**

Students are counseled individually, as often as necessary to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the Board of Barbering & Cosmetology Examination.

### **DRUG ABUSE PREVENTION PROGRAM:**

The academy strictly enforces a zero-tolerance drug and alcohol policy on campus and makes the following information available to its students, staff and instructors.

Any individual associated with VR PROFESSIONAL ACADEMY who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency: **Los Angeles New Life Center Inc., 1828 South Western Avenue Suite 21 Los Angeles, CA 90018 Phone: (323) 734-3677**

### **PLACEMENT:**

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request.

**School Director** assists students in placements as often as needed; however, the school does not guarantee placement to any student.

### **ATTENDANCE, TARDY AND GRACE PERIOD POLICIES:**

Attendance must be maintained at an average of 67 percent of the scheduled attendance. The student is expected to complete the course of study within the 1.5 times of the period stated in the enrollment agreement. Students are required to make-up hours, lessons, and exams missed due to absenteeism only during the grace period that starts at their scheduled end date. If hours are not completed by the end of the grace period see (Extra Instruction of this catalog) will apply. If the student is absent during two (2) consecutive weeks (fourteen (14) calendar days), the school will withdraw him/her. Registrar in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand.

### **ATTENDANCE STATUS:**

Full time: Any student scheduled to attend 24 hours or more per week are full-time students. Half time enrollment requires a minimum of 12 hours per week. Part-time enrollment is defined as more than 12 but less than 24 hours per week. Less than 12 hours per week is less than half time.

### **CLASS & PRACTICE HOURS-CREDIT PROCEDURE:**

Students at **VR PROFESSIONAL ACADEMY** record their attendance by entering their names and time to clock IN at the start of the day, OUT at the end of the class day. Students will be allowed up to seven (7) minutes to sign-in and receive credit for the full quarter (1/4) hour. Students receive credit for task/operation/project completed after each action is verified by an instructor.

### **GRADING SYSTEM:**

Students are evaluated on a regular basis on theory, practical and clinical work completed. The evaluations are

measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. This

evaluation reflects the overall Attendance and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status.

The system detailed below is the system utilized in the school.

Academic Grading	Letter Grade	Description	Point Grades for Practical Work
100%-90%	A	Excellent	100-90 = A
89%-80%	B	Above Average	89-80 = B
79%-70%	C	Average	79-70 = C
69%-60%	D	Unsatisfactory	69-60 = D
59%-00%	F	Fail	59-00 = F

### **GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations in the course of study with a GPA (Grade Point Average) of "C" (70%) or better, a diploma is awarded certifying his or her graduation. The College assists students with completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination. All school charges must be paid in full before graduation unless satisfactory arrangements have been agreed upon by school and student.

### **LEAVE OF ABSENCE:**

When requesting a Leave of Absence, student must follow the institution's policy as stated below. Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program.

LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence and must be signed by the student. Leaves of Absence may be granted for up to 180 days. Do not request a Leave of Absence unless you absolutely need one. Leaves are limited to a total of 180 days of leave within a 12-month period, these 12 initiates from the first day the student goes on the first leave.

Students will not be assessed any additional charges while on their Leave of absence. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the academic progress status they held.

In addition, students returning from LOA will have his/her maximum time frame and the contract period to complete the course extended by the same number of days as the leave of absence, as noted in the addendum to the Enrollment Agreement signed by all parties. Students who fail to return by the expiration of an approved LOA will be considered withdrawn as of the last class day of attendance (or by taking an unapproved Leave of Absence).

As of the same date, the loan repayment process will be initiated.

Students must be reasonably certain of their intent to return. If the student does not return as scheduled, the grace period on any student loan will revert to start counting from the first day of the leave. In these cases, the loan payment will be due as stated on the promissory note.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in any program at the school, regardless of part time/full time status.

**It is printed in the catalog to ensure that all students receive a copy prior to enrollment.**

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Programs	Scheduled Hours	Scheduled Hours	Scheduled Hours
Cosmetology	450	900	1000
Esthetician	300	600	X
Manicurist	200	400	X

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

### **ATTENDANCE PROGRESSEVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements.

The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**V.R Professional Beauty Academy administrators and each class instructor shall assure that (A) the institution's response to, or evaluation of, each student lesson is returned to the student within 10 days after the lesson is received by the institution; and (B) the institution's response to, or evaluation of, each student project or dissertation is returned to the student within the time disclosed in the catalog. The Academy will maintain a record of the dates on which lessons, projects, and dissertations were received and responses were returned to each student.**

### **MAXIMUM TIME FRAME**

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

Course	Hours per Week	Hours	Maximum Time Allowed Weeks	Scheduled Hrs.	Corresponding Academic Year
Cosmetology	Full Time, 40hrs/wk.	1000	40	1500	900 Clock Hours/A/Y
Cosmetology	Part Time, 25hrs/wk.	1000	60	1500	900 Clock Hours/A/Y
Esthetician	Full Time, 40hrs/wk.	600	22.5	900	900 Clock Hours/A/Y
Esthetician	Part Time, 20hrs/wk.	600	36	900	900 Clock Hours/A/Y
Manicurist	Full Time, 40hrs/wk.	400	15	600	900 Clock Hours/A/Y
Manicurist	Part Time, 25hrs/wk.	400	24	600	900 Clock Hours/A/Y

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. If the student exceeds the maximum time frame, will be automatically terminated from the program.

### **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. These academic performances will be evaluated cumulatively at each evaluation period. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **WARNING**

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

### **PROBATION**

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

Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

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

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

## **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's

cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Course Incompletes, repetitions and Withdrawals do not apply to our Institution,

## **APPEAL PROCEDURE**

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within (5) days of termination. The student's documented appeal must indicate why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee 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 days). The decision of the committee shall be final. Students 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 and financial aid funds will be reinstated to the student. 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, of re-entry before financial aid will be retroactive for eligible students who have displayed satisfactory progress within the evaluation probationary period time frame. After the appeal decision has been rendered, results of the decision will be documented and kept in the student's personal file.

## **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

## **TRANSFER HOURS**

\*Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. VR PROFESSIONAL ACADEMY accepts transfer hours from other institutions: we follow the Board of Barbering and Cosmetology "transfer of credits course breakdown" (see next page) for students who have a license or have completed all the required hours in a course. Also, for students who transfer from another institution or within our institution who change from one program of instruction to another, the board shall grant credit for training obtained in one course that is identical to training required in another course (case by case). Transferred hours from another institution that are accepted by VR PROFESSIONAL ACADEMY toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on scheduled hours at the institution.

All transfer students who do not finish a program the student must submit a proof of training and maximum hours accepted will be as follow:

Program Name	Maximum Hours Accepted	Program Name	Maximum Hours Accepted	Program Name	Maximum Hours Accepted
Cosmetology	500 Hours	Esthetician	300 Hours	Manicurist	200 Hours

## **GAINFUL EMPLOYMENT DISCLOSURE:**

### **CIP CODES**

US Department of Education regulations as of July 1, 2011, requires institutions to identify programs by Classification of Instructional Programs (CIP) Codes, with links to the US Department of Labor/Employment and Training Administration's Occupational Information Network (O\*Net). CIP Codes were developed by the U.S. Department of Education's National Center for Education Statistics (NCES) to provide a method for tracking and reporting program activity that is common to all institutions. For more information regarding CIP Codes please visit the website at [nces.ed.gov/ipeds/cipcode](http://nces.ed.gov/ipeds/cipcode).

### **SOC CODES**

The Standard Occupational Classification (SOC) Codes. The SOC system is used by Federal statistical agencies to classify workers into occupational categories. Detailed occupations with similar job duties, and in some cases skills, education, and/or training, are grouped together. For more information regarding SOC Codes please visit the website at [www.bls.gov/SOC/](http://www.bls.gov/SOC/).

## **O\*NET**

The O\*NET program is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. Utilizing the SOC Codes, O\*Net provides easy to read career reports that include the most critical on-the-job tasks and skills. Job seekers can also find local salary information and training opportunities. For more information regarding O\*Net please visit the website at [www.onetcenter.org/overview.html](http://www.onetcenter.org/overview.html).

## **COURSES OF STUDY:**

Students enrolled in their course of study shall consist of the state mandated technical instructional and practical operations covering all practices constituting the Art of Cosmetology, Esthetician and Manicurist.

**Educational Goals:** The courses of study are designed to prepare students for the state licensing examination and for profitable employment as:

Program Name	CIP Code	SOC Code	Date first Provided	Months	Weeks	Hours	Awards
*Cosmetology	12.0401	39-5012.00		10	40	1000	Diploma
*Esthetician	12.0409	39-5094.00		6	24	600	Diploma
*Manicurist	12.0410	39-5092.00		4	15	400	Diploma

### **PROGRAM NAME**

### **JOB RELATED TO LICENSE(DIPLOMA)**

#### **COSMETOLOGY**

**Hair Stylist, Hair Colorist, Skin Care Specialist, Manicurist, Make-up Artist or as a Beauty Salon Operator.**

Normal progression should move him or her to positions such as **Beauty Salon Manager, Beauty Salon Owner or School Owner COSMETOLOGIST, HAIRSTYLIST.**

#### **ESTHETICIAN**

**ESTHETICIAN, COSMETICIAN, Skin Care Specialist, Make-up Artist or as a Beauty Salon Operator.**

Normal progression should move him or her to positions such as **Beauty Salon Manager, Beauty Salon Owner or School Owner**

#### **MANICURING**

**MANICURIST, NAIL TECHNICIAN, PEDICURIS.**

Normal progression should move him or her to positions such as **Beauty Salon Manager, Beauty Salon Owner or School Owner**

---

## **EXTERNSHIP POLICY**

The externship program at VR PROFESSIONAL ACADEMY is a privilege we extend to students who perform at a MINIMUM of 80% practically, academically and with their attendance.

The following conditions MUST always be met for a student to receive credit for the hours they accumulate from their externship.

1. Student has completed 60% of the required minimum practical operations and minimum hours of technical instruction of their contracted hours.
2. Student's attendance and grades MUST BE at an 80% or higher. If performing below 80%, the student may submit a formal written request which will be reviewed by the Director. The Director will have the final say.
3. Student has passed a comprehensive written and oral exam establishing the student's qualification to participate in the externship.
4. Student must be given a written list of goals to achieve during the externship created by both their instructor and the student.
5. The extern will only receive 8 hours of credit per week.
6. The student must not receive payment for the 8 externship hours. They may be paid for any hours beyond the 8.
7. The student shall accumulate no more than 10% of their contracted hours during the externship.
8. The Participating Salon is in good standing.
9. The Participating Salon has 4 licensed employees who are in good standing.
10. The participating Salon has signed the externship agreement with VR PROFESSIONAL ACADEMY.
11. The Supervisor at the Participating Salon must evaluate student's progress weekly.
12. Student extern may work on a paying client, ONLY in an assisting capacity, when a designated licensee is present to oversee the process. The tasks performed by the student extern must be within the scope of practice of the designated licensee who is supervising the student extern.
13. Student extern may work on a paying client, only in an assisting capacity, when a designated licensee is present to oversee the work process. The tasks performed by the student extern must be within the scope of practice of the designated licensee supervising the student extern.
14. While working in an approved establishment, all students participating in the externship program shall have in their possession a school laminated photographic identification card.
15. The school laminated photographic identification card shall be at least 2½" x 3½" in size and contain the following information: the student extern's full name (first, middle initial, last); a current, color, full face photograph of the extern at least 1½" x 1½" in size; the term "STUDENT EXTERN" in type at least 14 point; and the name of the school of cosmetology where the student extern is enrolled.
16. Student will receive a certificate upon completion of the externship.
17. Student will write an essay about their experiences from the externship.

## **TUITION, FEES POLICIES**

Institutional charges for the tuition charges are posted to the student tuition account based on payment period by payment period. However, application fee and registration fee will be assessed and posted in the student's tuition account within the first payment period.

## **TEXTBOOKS, EQUIPMENT & SUPPLIES:**

Textbooks & Kit will be issued on the 7th business day following the day of the first class.

All needed supplies and equipment will be maintained in the freshman classroom. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

## **TUITION AND FEE SCHEDULE:**

**Note:** Once used, kits are not returnable or refundable due to sanitary considerations.

Below kits prices include sales tax. Length of time in course depends on the scheduled number of hours student contracts for on a monthly basis as specified in the Enrollment Agreement.

Itemized Charges by Payment Period <b>Cosmetology 1000 hours</b>	1st Payment Period	2nd Payment Period	3rd Payment Period	4 <sup>TH</sup> Payment Period	Total Course Institutional Charges
Tuition	\$5,760.00	\$5,760.00	\$1,280.00	\$0.00	\$12,800.00
Reg. Fee (Non-Refundable)	\$75.00	\$0.00	\$0.00	\$0.00	\$75.00
Application Fee (Non-Refundable)	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Books/Kit (Non-Refundable)	\$538.33	\$538.33	\$538.34	\$0.00	\$1,615.00
STRF (Non-Refundable)	\$37.50	\$0.00	\$0.00	\$0.00	\$37.50
OTHER CHARGES; _____	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Institutional Charges	\$6,420.83	\$6,298.33	\$1,818.34	\$0.00	\$14,537.50

Itemized Charges by Payment Period <b>Barbering 1000 hours</b>	1st Payment Period	2nd Payment Period	3rd Payment Period	4 <sup>th</sup> Payment Period	Total Course Institutional Charges
Tuition	\$5,040.00	\$5,040.00	\$1,120.00	\$0.00	\$11,200.00
Reg. Fee (Non-Refundable)	\$75.00	\$0.00	\$0.00	\$0.00	\$75.00
Application Fee (Non-Refundable)	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Books/Kit (Non-Refundable)	\$538.33	\$538.33	\$537.34	\$0.00	\$1,615.00
STRF (Non-Refundable)	\$32.5	\$0.00	\$0.00	\$0.00	\$32.50
OTHER CHARGES; 8 _____	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Institutional Charges	\$5,695.83	\$5,578.33	\$1,657.14	\$0.00	\$12,932.50

Itemized Charges by Payment Period <b>Esthetician 600 Hours</b>	1st Payment Period	2nd Payment Period	3rd Payment Period	4th Payment Period	Total Course Institutional Charges
Tuition	\$3,600.00	\$3,600.00	\$0.00	\$0.00	\$7,200.00
Reg. Fee (Non-Refundable)	\$75.00	\$0.00	\$0.00	\$0.00	\$75.00
Application Fee (Non-Refundable)	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Books/Kit (Non-Refundable)	\$532.50	\$532.50	\$0.00	\$0.00	\$1,065.00
STRF (Non-Refundable)	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
OTHER CHARGES; * _____	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Institutional Charges	\$ 4,234.	\$4,132.50	\$0.00	\$0.00	\$8,340.00

Itemized Charges by Payment Period <b>Manicurist 400 Hours</b>	1st Payment Period	2nd Payment Period	3rd Payment Period	4th Payment Period	Total Course Institutional Charges
Tuition	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$3,000.00
Reg. Fee (Non-Refundable)	\$75.00	\$0.00	\$0.00	\$0.00	\$75.00
Application Fee (Non-Refundable)	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Books/Kit/Supplies (Non-Refundable)	\$354.50	\$354.50	\$0.00	\$0.00	\$709.00
STRF (Non-Refundable)	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
OTHER CHARGES; * _____	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Institutional Charges	\$1,947.50	\$1,854.50	\$0.00	\$0.00	\$3,802.00

### **ESTIMATED TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE**

\$ \_\_\_\_\_ \*

### **TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE**

\$ \_\_\_\_\_ \*

### **THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT**

\$ \_\_\_\_\_ \*

As April 1, 2022, the STRF assessment cost is at \$2.50 per every \$1,000.00 Charge and it is a Non-refundable charge.

**\*YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.**

**THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.**



### **EXTRA INSTRUCTION CHARGES:**

If a student reaches the expected graduation date stated on his/her contract and needs additional time to complete hours and/or operations, VR PROFESSIONAL ACADEMY will extend a courtesy grace period of additional training limited to one, two, three or four weeks (depending on the program) without assessing additional charges.

Thereafter, overtime tuition charge will be assessed for the remaining number of hours to complete times the hourly rate of:

Program Name	Grace Period	Program Hourly Rate	Program Name	Grace Period	Program Hourly Rate	Program Name	Grace Period	Program Hourly Rate
Cosmetology	(4) four weeks	\$12.00	Barbering	(3) three weeks	\$12.00	Esthetician	(2) two weeks	\$12.00
Manicurist	(1) one week	\$5.00						

\*An addendum to the enrollment contract will reflect the hours to complete.

### **BRUSH-UP:**

Students requiring preparation for the licensing exam will be billed at the course hourly rates, depending on which license they are applying for and a registration fee of \$75.00. Students must furnish their own equipment.

### **METHOD OF PAYMENT:**

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available from VR PROFESSIONAL ACADEMY. Federal student financial aid IS NOT available at this time to cover educational expenses.

Financial aid may be in forms of grants (no repayment required) and student loans (must be repaid).

**IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY LOAN FEES AND INTEREST ACCRUED ON THE LOAN, 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 entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation. **Other methods of payment of monies owed to the institution may be paid with cash, credit card, check, or money order.** A non-sufficient fee of \$20.00 will be added for returned checks.

**All institutional charges must be paid in full before hours may be released.**

**Unpaid hours will be retained by the institution until payment in full is complete.**

**At the institution's option in a case-by-case basis credit hours paid may be released to the student**

### **76215. Student Tuition Recovery Fund Disclosures**

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

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

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

Amount of STRF Assessment; § 76120.

Each qualifying institution shall collect an assessment of TWO DOLARS AND FIFTY CENTS (\$ 2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student.

For institutional charges of one thousand dollars (\$1,000) or less, the assessment is ZERO cents (\$0.00).

### **WITHDRAWAL FROM SCHOOL:**

Students are officially withdrawn on date of notification, date terminated by the institution, date of two (2) consecutive weeks (fourteen (14) calendar days) of absences or date when the student failed to return from an approved leave of absence.

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

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session (**first day of classes**), or the seventh day after enrollment, whichever is later.

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

### **Cancellation:**

If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: provide a full refund of all money paid, less registration fee and application fee.

### **School Closure:**

If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall provide a full refund of all money paid, less registration fee.

### **REFUND POLICY:**

The student is entitled to a refund of the monies not paid from federal student financial aid program funds. After the cancellation period, **the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance.** Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student.

A registration fee of \$75.00 **is a nonrefundable item** and application fee of \$10.00 **is a nonrefundable item.** Equipment, books, supplies/kit, uniforms, and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student.

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

### **WITHDRAWAL DATE:**

Last physical date of attendance recorded in the institutional records. Return of Title IV Funds and Institutional Refund policy will use this date in their calculations as the end date of the payment period or enrollment period. We use the determination of the withdrawal date as the start of the 45-day period in which the institution would make restitution of funds as calculated by the Return of Title IV or Institutional Refund policy calculation in accordance to State and Federal requirements.



### **DETERMINATION OF WITHDRAWAL DATE FROM SCHOOL:**

Institutions will determine that a student is no longer enrolled on the earliest of:

The date the student notifies the Financial Aid Office at your school of his/her intent to withdrawal from school.

Other staff members are not authorized to accept the student's notice of intent to withdraw and would be referred to the Financial Aid Office.

The date the school terminates the student's enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

The date the student failed to attend classes for a two-week period and failed to inform the school that he/she is not withdrawing.

In this case, the date of withdrawal shall be deemed to be the last date where physical attendance was recorded.

### **For California Schools:**

If a student is absent for two consecutive weeks and is not on an approved leave of absence, the student will be deemed a withdrawal even though he/she indicated that he/she was not withdrawing. The student failed to return on schedule from an approved leave of absence. In this case, the withdrawal date will be the last day attended prior to the start of the approved leave of absence and the institutional determination of withdrawal date will be the scheduled date of return from the approved leave of absence.

### **THE INSTITUTIONAL REFUND POLICY:**

This is a calculation mandated by the state agency, the accrediting agency or the institution itself. The formula takes into consideration the percentage of the course completed and it applies that percentage or the corresponding brackets to the institutional charges to determine how much the institution earned of those charges, how much was paid toward those charges and finally the amount owed, if any, by the student to the school or if there is an amount due from the institution as a refund to the Title IV aid program. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the Determination of withdrawal from school date.

### **FRESHMAN CLASS:**

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career.

The hours spent in the freshman class are as follows:

**Cosmetology 200 hrs, Esthetician 75 hrs, and Manicurist 50 hrs.**

**VR PROFESSIONAL ACADEMY** considers the freshman classes to be the foundation for your future.

### **STUDENT CLOCK HOUR POLICY:**

The Program of Barbering and Cosmetology will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. You will be given up to seven (07) minutes to clock in and receive credit for the quarter (1/4) hour. This seven-minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends a six (6) hour class day or more. If you are attending less than a 6-hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom.

At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and -- operations earned are added to the totals in the prior column and final totals transferred to the cumulative column.

These cumulative figures are then entered in the prior column on the weekly time card. The time card is to be signed by the student and the instructor daily.

**Instructors may not sign a student in or out unless so authorized by the administrative office.**

**The Administrative office will only authorize this action due to an emergency or unforeseen situation.**

Time cards reflect the students' daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster.

The time cards are the property of the school and must always remain in the school. Time cards must be retained/stored in their entirety for 6(six) years by the school.

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

### **TIMECARD CREDIT:**

The following is a guideline for the instructor to issue credits.

1. Each Theory must be initialed in the proper category.

If that category is complete, the instructor may issue credit in a comparative category.

2. The portion of the timecard reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.

### **ACADEMY RULES AND REGULATIONS**

These rules are designed to 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, Barbering, Manicurist, and Esthetician.

1. In case of illness or emergency on any day, the student must call in to the school office to report his/her absence before 9:00 a.m. that morning or a day before.

2. Students are required to be in class for roll call promptly at 9:00 a.m. & 5:30 p.m. in clean, prescribed uniform. The school uniform will be issued as part of the kit. The Instructor has the right to send students home for misconduct, excessive tardiness and out of uniform.

#### **Uniforms are strictly enforced:**

- a) Prefer Black Pants (No see through or ripped) Capri Pants OK and Black T-Shirt (no prints or muscle shirts, or exposed shoulders)
- b) Closed toe shoes (preferably black)
- c) Sweater if Cold. Any color ok but Black.

3. You are late. If you come in after 09:07am Students who are habitually tardy (5 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.

#### **Class Starts at 09:00am. Please be Punctual!**

- Between 09:00am -09:07am, student is given a 7-minute grace period to get into their designated class on time.

**\*Students are not allowed on the school premises and are considered absent for the day NO EXCEPTIONS!**

### **ONLINE CLASS INSTRUCTIONS**

**Student must be done the Hybrid Assessment Test Report Before Enrollment**

**Online Class Starts at 9:00am to 2:00pm. Use the Zoom to Punch in and out !**

**(Online Class only for Theory Instruction )**

### **RULES AND REGULATIONS**

1. Between 09:00am-09:07am, a student is given a 7-minute grace period to get into their designated class on time, after this each quarter that you are late 15 minutes will be deducted be advise that if you come in after 09:07am (Online Class / at campus)

**\*Students are not allowed in the school premises and considered absent for the day NO EXCEPTIONS!**

2. Students will take lunch between 12:00 a.m. and 12:30 p.m., FOR DAY TIME STUDENTS. Students should report to a n instructor if they have not had lunch by 1:30 p.m. Lunch is 30 minutes. Lunch period is each Student's responsibility.

- a. Timecards: All timecards must always stay on school premises. Timecards are legal documents and must be treated with high importance.
- b. Please make sure all timecards are legible and neat.
- c. Student must have instructor's signature AND student Signature on their timecards AND ALL credits given for the day.

3. All timecards must be COMPLETED and given to the Registrar on Saturday at the end of the day. Last week's timecards if needed will only be available by request ONLY. Time Clock Terminal

- a) Time clock terminal is the system that pulls all the time in and out of students.
- b) No student can clock in or clock out another student. **\*If a student is caught doing this they will be suspended.**
- c) All students are assigned with a student ID number. Only you may know or access your own ID number.

4. No student can clock out during academy hours without permission from their supervisor. This rule is strictly enforced.

- Any time a student leaves the building during the day his/her timecard must be left at the receptionist desk.
5. Smoking is allowed in assigned area only OUTSIDE of the building.
  6. No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.
  7. Campus phones may not be used for personal calls. In case of an emergency all calls are limited to 3 minutes. You are not permitted to leave a patron just to answer the phone.
  8. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is always required. Students must keep their workstation, in class or on the floor, clean and sanitary always.
  9. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a client is grounds for suspension.
  10. No student may leave a client while doing a service, except in an emergency and is excused by an instructor.
  11. Students are not allowed to give services or materials other than what is called for on the service ticket.
  12. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
  13. Students are responsible for the return of Academy's materials or equipment loaned to them. Students must not borrow equipment each other. Each student is solely responsible for his/her personal belongings and materials.
  14. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a client. All appointments must be made by the receptionist and no changes are to be made by students.
  15. Students always have the privilege to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language, or causes discord. Students who harass, threaten another student, an instructor or staff member will be expelled.
  16. The Academy will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.
  17. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly timecards will be audited by the academy office. Credit will be given for applied effort only; continuously engaged in training and study of the Branch of Cosmetology for which you are enrolled. All work must be checked by an instructor or credit will not be given. Records must be neat and clear.
  18. You must not take your car out for lunch for the safety of everyone. (Fast food restaurants are within walking distance). If you must leave early or stay late, you must inform the parking attendants. If you constantly delay other students from leaving on time, your parking privilege will be revoked.
- Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
18. Due to absences, all assignments, tests, and homework must be made up.
  19. Notify office immediately of any address or telephone change.
  20. Absence of THREE days or more without notification shall be considered cause for suspension. Any student absent more than two (2) consecutive weeks without an Approved Leave of Absence will be automatically terminated.
  21. Students must follow contract schedule:
    - a. If a student requires changes within their schedule, they must notify the school registrar.
    - b. If a student is leaving early because of an emergency they must notify their instructor and then clock out.
    - c. All make up hours are determined by the registrar on a case-by-case basis.
  22. Lockers
    1. Lockers are given within the second week of school.
    2. There is no deposit fee for a locker but, you must obtain your own lock and keys.
    3. **No Food** is allowed in lockers.
    4. School has the right to open lockers at any time. (Random inspections are done by Asst. Director)
    5. Students who will be on a LOA (leave of Absence) must take their supplies out of their locker and will be assigned a new locker when the student comes back from LOA.
    6. School is not responsible for lost or stolen items; do not leave your personal belongings unattended.
  23. Workstations
    1. No Food or Drinks in Classroom or Workstations (closed water bottle ok).
    2. Do not personalize workstations with personal pictures or stickers etc.
    3. Workstations are assigned by instructors; you may be re-assigned a workstation at any time.
    4. Workstations must be clean and disinfected before clocking out at the end of the day.
  24. First Verbal Warning, 2<sup>nd</sup> Written Warning, and after 3<sup>rd</sup> Warning, Student may be suspended if rules and regulations are not followed. Three (3) Suspensions = Termination from this Institution.

**VR PROFESSIONAL ACADEMY reserves the right to place students on Probation or automatically withdraw a student due to lack of attendance, unsatisfactory academic, bad behavior and/or due to a violation of school rules.**

**PROGRAMS OFFERED/DOT#/CIP#:**

<u>PROGRAM NAME</u>	<u>DOT #</u>	<u>CIP CODE</u>	<u>JOB RELATED TO LICENSE(DIPLOMA)</u>
COSMETOLOGY	12.0401	39.5012	COSMETOLOGIST, HAIRSTYLIST.
ESTHETICIAN	12.0409	39.5094	ESTHETICIAN, COSMETICIAN, SKIN CARE SPECIALIST
MANICURING	12.0410	39.5092	MANICURIST, NAIL TECHNICIAN, PEDICURIST

**Cosmetology Program****(1,000 Clock Hours)**

The curriculum for students enrolled in a cosmetology program consist of one thousand (1,000) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

---

**Minimum Specified Practical Operations Hours: (500 Clock Hours, At Campus only)**

100	Disinfection	40	Wet Hair Styling
30	Thermal Hair styling	10	Press and Curl
40	Permanent Waving	60	Hair Cutting
25	Chemical Straightening	40	Haircoloring
18	Hair Bleaching	18	Scalp and Hair Treatments
40	Facials-Manual	18	Facials-Chemical
18	Facials-Electrical	30	Eye Brow Beautification& Hair Removal
18	Make up Application	10	Water and Oil Manicures
5	Complete Pedicure	25	Artificial Nail Tips
25	Liquid & Powder Brush-on	10	Nail Wraps and Repairs

---

**Cosmetology Program Theory Instruction (Online Class / At campus)**
**Subject of Technical Instruction: Minimum Hours of Theory Instruction (500 Clock Hours)**

1.	<u>The Cosmetology Act and the Board's Rules and Regulations</u>	30
2.	<b>Cosmetology Chemistry:</b> ▪ The chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. ▪ The elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.	40
3.	<b>Health and Safety/Hazardous Substances:</b> ▪ Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics. ▪ Training in communicable diseases, including HIV, AIDS, and Hepatitis B	80
4.	<b>Theory of Electricity in cosmetology:</b> ▪ The nature of electrical current, principles of operating electrical devices, and various safety precautions used when operating electrical kit	25
5.	<b>Disinfection and Sanitation:</b> ▪ Procedures to protect the health and safety of the consumer as well as the technician. ▪ The <u>ten</u> requirement operations shall entail performing all necessary functions for disinfecting instruments and kit as specified in Section 979 and 980. ▪ Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and kit	30
6.	<u>Bacteriology, Anatomy, and Physiology</u>	20
7.	<b>Wet Hair Styling:</b> Hair analysis, shampooing, finger waving, pin, curling, comb-outs.	35
8.	<u>Thermal Hair Styling</u> ▪ Hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling. A. Thermal Styling                      B. Press and Curl	20
9.	<u>Permanent Waving:</u> ▪ Hair analysis, chemical and heat permanent waving.	30
10.	<b>Chemical Straightening:</b> ▪ Hair analysis and the use of sodium hydroxide and other base solutions.	20
11.	<u>Hair Cutting:</u> ▪ Use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.	15

12. <b>Hair Coloring and Bleaching:</b> ▪ Hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. (Shall not include credit for color rinses.)	10
13. <b>Scalp and Hair Treatments:</b> Hair and Scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.	20
14. <b>Facials:</b> ▪ <b>Manual</b> – Cleansing, scientific manipulations, packs and masks ▪ <b>Electrical</b> – The use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes. (However, machines capable of producing an electrical current shall not be used to stimulate to contract, or for the purpose of contracting, the muscles of the body or face.)	20 10
15. <b>Eyebrow Arching and Hair Removal:</b> ▪ The use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.	10
16. <b>Make-Up:</b> ▪ Skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.	15
17. <b>Manicuring and Pedicuring:</b> ▪ Water and Oil Manicure, including nail analysis, and hand and arm massage. ▪ Complete Pedicure, including nail analysis, and foot and ankle massage. ▪ Artificial Nails 1. Liquid and Powder Brush-on 2. Artificial Nail Tips 3. Nail Wraps and Repairs	10 10 10 10 5
18. <b>Salon Management, Business Ethics:</b>	25

---

**Additional training will be given in the following subjects matters:**

Salon management, communication skills, which includes professional ethics, salesmanship, decorum, record keeping, client service record cards.

Preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

**Cosmetology Performance Objective:**

1. *Acquire knowledge of laws and regulations of California's cosmetology establishment practices*
2. *Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.*
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry and theory.
4. Acquire business management techniques common to cosmetology

**Potential occupations after completion**

Hair stylist, Esthetician, Manicurist, make-up artist, cosmetic or beauty product representative and some areas of dermatology and plastic surgery.

**Skills to be developed:**

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

**Attitudes and appreciation to be developed:**

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

**Requirements for satisfactory completion of program:**

Students have completed Theory and Operations required by Board of Barbering and Cosmetology with a grade average of “C” (70%) or better.

**Graduation requirements:**

When a student has completed the required theory hours and practical operations in the Cosmetology Program with a GPA of “C” (70%) or better, a diploma is awarded certifying his or her graduation. The College assists students with completing the necessary documents to file with the appropriate Barbering and Cosmetology Examination. All school charges must be paid in full before graduation.

**LEARNING STRATEGY:**

Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on practical operations, perform practical operations on another person and/or a mannequin.

**INSTRUTORS:** As in all phases of any profession everyone has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin boards; instructors giving these classes are also posted for the students’ benefit.

**GRADING SYSTEM:**

Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a (70%) “C” average or better to maintain satisfactory academic status. The System detailed below is the system utilized in the school.

**ACADEMIC GRADING**

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

**POINT GRADES FOR PRACTICAL WORK**

(GPA 4)	04 Points = A
(GPA 3)	03 Points = B
(GPA 2)	02 Points = C
(GPA 1)	01 Points = D
(GPA 0)	00 Points = F

**Licensing requirements:** Applicants must be 17 years of age or older and have completed the 10<sup>th</sup> grade.

A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology program as described above and passed the licensing exam with an overall average of 75%.

The student enrolled in an Esthetician program shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a skin care. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

**Minimum Specified Practical Operations Hours: (300 Clock Hours, At Campus only )**

80	Disinfection and Sanitation	20	Chemicals (Skin Peels, Packs, Masks and Scrubs)
30	Facials – Manual	20	Hair Removal and Eyebrow Arching, Tweezers
30	Facials – Electrical	20	Wax and Depilatories
50	Health and safety	60	Preparation
20	Make up		

**Esthetician Program Theory Instruction (Online Class / At Campus )**
**Subject of Technical Instruction: Minimum Hours of Theory Instruction (300 Clock Hours)**

<u>The Cosmetology Act and the Board's Rules and Regulations</u>	20
<b>1. Cosmetology Chemistry Related to Esthetician Practices:</b> The chemical composition and the purpose of skin care preparations.	<b>30</b>
<b>2. Health and Safety/Hazardous Substances:</b> Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics. Training in communicable diseases, including HIV, AIDS, and Hepatitis B	<b>50</b>
<b>3. Salon Management, Business Ethics :</b>	<b>10</b>
<b>4. Disinfection and Sanitation:</b> <ul style="list-style-type: none"> <li>▪ Procedures to protect the health and safety of the consumer as well as the technician.</li> <li>▪ The ten requirement minimum operations shall entail performing all necessary functions for disinfecting instruments and kit as specified in Section 979 and 980.</li> <li>▪ Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and kit</li> </ul>	<b>30</b>
<b>5. Bacteriology, Anatomy, Physiology, Skin Analysis and Conditions</b>	<b>30</b>
<b>6. Facials: . Manual</b> – Cleansing, scientific manipulations, packs and masks <b>7. Electrical</b> – The use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes. (However, machines capable of producing an electrical current shall not be used to stimulate to contract, or for the purpose of contracting, the muscles of the body or face.) <b>8. Chemical</b> – Chemical skin peels, packs, mask and scrubs. Training shall emphasize that only non-living, upper-most layer 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.	<b>25</b> <b>30</b> <b>25</b>
<b>9. Eyebrow Arching and Hair Removal:</b> <ul style="list-style-type: none"> <li>▪ The use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.</li> </ul>	<b>30</b>
<b>10. Make-Up:</b> <ul style="list-style-type: none"> <li>▪ <u>Skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.</u></li> </ul>	<b>20</b>

### **Additional training is given in the following subjects matters:**

Salon management, communication skills, which includes professional ethics, salesmanship, decorum, record keeping, and client service record cards. Preparation of a resume, employment development, modeling, desk and reception, and care and other subjects relating to the Cosmetology field.

### **Esthetician performance objective:**

Acquire knowledge of laws and rules regulating California Cosmetology establishment's practices and understand sterilization procedures.

Acquire the knowledge of general theory relative to skin care, including anatomy, physiology, chemistry, and theory relative to practical procedures, perform, and acquire business management technique common to Esthetician.

### **Potential occupations after completion:**

Make-up artist; cosmetic or beauty product representative; and some areas of dermatology and plastic surgery (under a licensed physician).

### **Skills to be developed:**

The use of proper implements relative to all skin care, make-up, facials, eyebrow arching, and hair removal. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the facial skin, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of facials, make-up, eyebrow arching, and hair removal.

### **Attitudes and appreciation have to be developed:**

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

### **Requirements for satisfactory completion of program:**

Student shall have satisfactorily completed Theory and Operations required by Board of Barbering and Cosmetology with an average grade of "C" (70%) or better.

### **Graduation requirements:**

When a student has completed the required theory hours and practical operations in the Esthetician Program with a GPA of "C" (70%) or better, a diploma is awarded certifying his or her graduation. The College assists students with completing the necessary documents to file with the appropriate Barbering and Cosmetology Examination. All school charges must be paid in full before graduation.

LEARNING STRATEGY: Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on practical operations, perform practical operations on another person and/or a mannequin.

INSTRUCTORS: As in all phases of any profession everyone has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin boards; instructors giving these classes are also posted for the students' benefit.

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a (70%) "C" average or better to maintain satisfactory academic status. The System detailed below is the system utilized in the school.

### **Licensing requirements:**

Applicants must be 17 years of age or older and have completed the 10<sup>th</sup> grade.

A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology program as described above and passed the licensing exam with an overall average of 75%.

#### **ACADEMIC GRADING**

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

#### **POINT GRADES FOR PRACTICAL WORK**

(GPA 4)	04 Points = A
(GPA 3)	03 Points = B
(GPA 2)	02 Points = C
(GPA 1)	01 Points = D
(GPA 0)	00 Points = F



## Manicurist Program

(400 Clock Hours)

The student enrolled in a manicurist and pedicurist program shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person:

### **Minimum Specified Practical Operations Hours: (200 Clock Hours, At campus only )**

15	Disinfection and Sanitation	30	Water and Oil Manicures
20	Complete Pedicures	50	Acrylic, Liquid and Power Brush on Nails
45	Nail Tips	30	Nail Wraps and Repairs
20	Health and Sanitation		

### **Manicurist Program Theory Instruction (Online Class / At campus )**

#### **Subject of Technical Instruction: Minimum Hours of Theory Instruction ( 200 Clock Hours)**

1.	<u>The Cosmetology Act and the Board's Rules and Regulations</u>	30
2.	<b>Cosmetology Chemistry Related to Manicuring Practices:</b> ▪ The chemical composition and the purpose of nail care preparations.	30
3.	<b>Health and Safety Consideration/Hazardous Substances:</b> ▪ Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics. ▪ Training in communicable diseases, including HIV, AIDS, and Hepatitis B	30
4.	<b>Disinfection and Sanitation:</b> ▪ Procedures to protect the health and safety of the consumer as well as the technician. ▪ The <u>twenty</u> requirement minimum operations shall entail performing all necessary functions for disinfecting instruments and kit as specified in Section 979 and 980. ▪ Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and kit	30
5.	Bacteriology, Anatomy, and Physiology	15
6.	Water and Oil Manicures, including Hand and Arm Massages	15
7.	<b>Complete Pedicure, including Foot and Ankle Massages</b>	10
8.	<u>Application of Artificial Nails:</u> ▪ Acrylic, Liquid and Power Brush-Ons ▪ Nail Tips ▪ Nail Wraps and Repairs	10 10 10
9.	<b>Salon Management, Business Ethics</b>	10

#### **Additional training will be given in the following subjects matters:**

Salon management, communication skills, which includes professional ethics, salesmanship, decorum, record keeping, client service record cards.

Preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

**Manicurist performance objective:**

Acquire knowledge of laws and rules regulating California Cosmetology establishment's practices and understand sterilization procedures.

Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures, perform, and acquire business management technique common to manicurist.

**Potential occupations after completion:**

Manicurist, product representative and company demonstrator.

**Skills to be developed:**

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

**Attitudes and appreciation have to be developed:**

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

**Requirements for satisfactory completion of program:**

Student shall have satisfactorily completed Theory and Operations required by Board of Barbering and Cosmetology with an average grade of "C" (70%) or better.

**Graduation requirements:**

When a student has completed the required theory hours and practical operations in the Manicurist Program with a GPA of "C" (70%) or better, a diploma is awarded certifying his or her graduation. The College assists students with completing the necessary documents to file with the appropriate Barbering and Cosmetology Examination. All school charges must be paid in full before graduation.

LEARNING STRATEGY: Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on practical operations, perform practical operations on another person and/or a mannequin.

INSTRUCTORS: As in all phases of any profession everyone has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin boards; instructors giving these classes are also posted for the students' benefit.

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a (70%) "C" average or better to maintain satisfactory academic status. The System detailed below is the system utilized in the school.

**Licensing requirements:**

Applicants must be 17 years of age or older and have completed the 10<sup>th</sup> grade.

A MANICURING license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology program as described above and passed the licensing exam with an overall average of 75%.

**GRADING SYSTEM:**

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

**ACADEMIC GRADING**

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

**POINT GRADES FOR PRACTICAL WORK**

(GPA 4)	04 Points = A
(GPA 3)	03 Points = B
(GPA 2)	02 Points = C
(GPA 1)	01 Points = D
(GPA 0)	00 Points = F

## **-LICENSURE ELIGIBILITY FOR ALL BARBERING AND COSMETOLOGY PROGRAMS**

ALL STUDENTS at VR PROFESSIONAL ACADEMY, in any of the Barbering and Cosmetology Programs: (**Cosmetology, Manicurist and Esthetician**) must complete all required operations (practical) and theory for the course of study and have passed all tests with a minimum of 70% or "C" and had an attendance of over 70% and have paid all Tuition and fees in full to the College or have made arrangements for satisfactory payment.

### **OTHER FACTORS:**

## **LICENSING REQUIREMENTS FOR ALL BARBERING AND COSMETOLOGY PROGRAMS**

In addition to the general requirements, an applicant for a cosmetology license is entitled to the license if the applicant:

1. Is at least 17 years of age.
2. Supplies proof of successful completion of the 10th grade in California or its equivalent and;
3. Has done any of the following:
  - a. Completed a course in cosmetology from a school approved by the board or;
  - b. Practiced cosmetology, as defined in this chapter, outside of California for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training of qualification under paragraph (1) of this subdivision or;
  - c. Holds a license as a barber in California and has completed a cosmetology crossover course in a school approved by the board or;
  - d. Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board, or;
  - e. Completed the apprenticeship program in cosmetology specified in Article 4 (commencing with section 7332)

## **GROUND FOR DENIAL OF A LICENSE**

1. A board may deny a license regulated by this code on the grounds that the applicant has one of the following:
  - a. Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action which a board is permitted to take following the Establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.
  - b. Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or; done any act which if done by a licensee of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.
2. Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.
3. A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

## **STATE LICENSURE REQUIREMENTS**

### **COSMETOLOGY OR BARBERING PROGRAM:**

The course is designed to lead to a position in the cosmetology field, which requires licensure by the state. The curriculum for students enrolled in a Cosmetology OR Barbering course shall consist of 1000 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical operations shall mean the time it takes to perform a practical operation. To become a licensed Cosmetologist or Barber, a person must pass the written examination given by the California Board of Barbering and Cosmetology.

To qualify for the examination, a candidate must pay the required fee, be at least 17 years of age, completed the 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the 1000-hour requirements as listed above in an approved California Cosmetology school. A Social Security Number OR Tax ID Number is required to take the Cosmetology Test with the California Board of Barbering and Cosmetology.

Written examinations are given through the State of California. The candidate for examination must pass the written test to receive a license. A candidate passing the written examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license.

#### ESTHETICIAN PROGRAM:

The course is designed to lead to a position in the ESTHETICIAN field, which requires licensure by the state. The curriculum for students enrolled in an Esthetician course shall consist of 600 clock hours of technical instruction and practical operations covering all practices constituting the art of skin care. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical operations shall mean the time it takes to perform a practical operation. To become a licensed Esthetician, a person must pass the written examination given by the California Board of Barbering and Cosmetology.

To qualify for the examination, a candidate must pay the required fee, be at least 17 years of age, completed the 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the 600-hour requirements as listed above in an approved California Cosmetology school. A Social Security Number OR Tax ID Number is required to take the Cosmetology Test with the California Board of Barbering and Cosmetology.

Written examinations are given through the State of California. The candidate for examination must pass the written test to receive a license. A candidate passing the written examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license.

#### MANICURIST PROGRAM:

The course is designed to lead to a position in the MANICURING field, which requires licensure by the state. The curriculum for students enrolled in a Manicurist course shall consist of 400 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical operations shall mean the time it takes to perform a practical operation. To become a licensed Manicurist, a person must pass the written examination given by the California Board of Barbering and Cosmetology.

To qualify for the examination, a candidate must pay the required fee, be at least 17 years of age, completed the 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the 400-hour requirements as listed above in an approved California Cosmetology school. A Social Security Number OR Tax ID Number is required to take the Cosmetology Test with the California Board of Barbering and Cosmetology.

Written examinations are given through the State of California. The candidate for examination must pass the written test to receive a license. A candidate passing the written examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license.

### **Family Educational Rights and Privacy Act (FERPA)**

All information in the student files would be available to any governing state agency, accrediting agency and federal agency during the process of reviewing the school's normal approvals, accreditations, eligibilities, and other matters conducted by those agencies without the specific consent of the student and/or parents.

**The Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

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

For additional information, you may call  
**1-800-USA-LEARN (1-800-872-5327) (voice).**  
 Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:  
 Family Policy Compliance Officer. Department of Education,  
 at 400 Maryland Avenue, SW  
 Washington, D.C. 20202-8520

## **VR PROFESSIONAL ACADEMY ORGANIZATIONAL CHART**

**CEO / President**  
 Xiaoran Wei

**COO / Fiscal Officer**  
 Hannah Yu

**Administrator**  
 Richard Shih

**CAO / School Director**  
 Xiaoran Wei

**Admissions**  
 Xiaoran Wei  
 Weiling Liang

**Registrar**  
 Richard Shih

**Receptionist**  
 Vacant

### **VR PROFESSIONAL ACADEMY 2023/2024 Educational Faculty and Qualifications**

#### **Cosmetology / Esthetician / Manicurist Instructors**

**Philip Waiman Ngan** ~ Licensed Cosmetologist 23 Years *(Teaching Cosmetology)*

**Susan Shu Wei Wang** ~ Licensed Manicurist 16 Years *(Teaching Manicurist)*

**Xiaoran Wei** ~ Licensed Cosmetologist 9 Years *(Teaching Esthetician)*