



Catalog

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www.cosmetica-academy.com

9050 Telegraph Road. # 101, 103-105, 201-203

Downey, CA 90240

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When visiting our website <http://www.cosmetica-academy.com/> you may find information on the following:

1. Access to the School Performance Fact Sheet for each educational program offered by the Institution
2. Student brochure offered by the Institution
3. A link to the Bureau for Private Postsecondary website: www.bppe.ca.gov
4. The Institution's most recent annual report submitted to the Bureau.
5. Our website is in both English and Spanish.

WELCOME TO COSMETICA BEAUTY AND BARBERING ACADEMY

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

MISSION STATEMENT AND PHILOSOPHY

Our mission is to empower students to improve their lives by enhancing their professional skills in order to better their careers. In support of this mission, the Institution is innovative in its curriculum, job-intensive in its focus, and responsive to our students needs. The training provided at Cosmetica Beauty and Barbering Academy prepares graduates to obtain entry-level positions in their chosen field(s): Cosmetology, Barbering, Esthetician, or Manicuring. Graduates leave with the skills necessary to become successful in their careers. Our concern for our students will always have top priority.

INSTITUTION OBJECTIVES FOR ALL EDUCATIONAL PROGRAMS

Cosmetology, Barbering, Esthetician, and Manicuring.

1. HIRE qualified educators and student support staff;
2. DEVELOP courses that reflect the needs of the professional communities served;
3. UPDATE teaching techniques for career theory and skills;
4. UTILIZE appropriate equipment;
5. OFFER programs in career fields with the best employment opportunities;
6. MAINTAIN a close relationship with potential and current employers of graduates;
7. PROVIDE reliable referrals of job placement assistance to our graduates.

APPROVAL DISCLOSURE STATEMENT

Cosmetica Beauty and Barbering Academy is a private institution that is approved to operate by the Bureau for Private Postsecondary Education 1747 North Market, Suite 225, Sacramento, CA 95834 or PO BOX 980818, West Sacramento, CA 95798-0818 Phone No. (916) 574-8900 Toll Free No. (888) 370-7589 Fax. No. (916) 263-1897.

The Bureau's approval to operate means that the Institution and its operation complies with state standards as set forth in the CEC and 5, CCR., and does not imply that the Bureau endorses programs, or that the Bureau approval means the institution exceeds minimum state standards. Institution approval is subject to continuing review.

Prospective enrollees are encouraged to visit the physical facilities of the Institution and to discuss personal, educational and occupational plans with Institution personnel prior to enrolling or signing enrollment agreements.

This institution does not participate in Federal and State Financial Aid Programs, nor are we Nationally Accredited at this time. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

The following programs have been approved:

<u>Course</u>	Total Clock Hours	Number of weeks to completion based on 40 hours per week	Number of Weeks to completion based on 25 hours per week or 20 hours per week for Manicuring only	Number of Weeks to Completion based on maximum time allowed (150%)
Cosmetology (English)	1000	25	40	60
Cosmetology (Spanish)	1000	25	40	60
Barbering (English)	1000	25	40	60
Barbering (Spanish)	1000	25	40	60
Esthetician (English)	600	15	24	36
Esthetician (Spanish)	600	15	24	36
Manicuring (Spanish)	400	10	16	24

All instruction is provided on campus at 9050 Telegraph Road, Suite 101, 103-105, 201-203 Downey, CA 90240. There are periods of clinical and practical dependent upon the particular program. California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

Cosmetica Beauty and Barbering Academy does not have a pending petition in bankruptcy, or operating as a debtor in possession. We have not filed a petition within the preceding five years, nor have had a petition in bankruptcy filed against us within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Cosmetica Beauty and Barbering Academy is owned by Cosmetica Beauty and Barbering Academy, Inc., whose corporate officers are Julie Landeros and Maria Teresa Villarreal. This catalog is made available to a prospective student or the general public at any time when requested. This Catalog is available in the language you will be taught, English or Spanish, and is also available on our website: <http://www.cosmetica-academy.com/>

AFFIRMATIVE ACTION STATEMENT (NON-DISCRIMINATION POLICY)

Cosmetica Beauty and Barbering Academy is firmly committed to providing educational programs to otherwise eligible students regardless of age, color, race, ethnic origin, religion (creed), national origin (ancestry), gender, gender expression, disability, or medical condition, except under special circumstances that would constitute either an occupational limitation or a limitation in participation in the program offered.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 record maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student 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 about 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 Office, U.S. Department of Education, at 400 Maryland Avenue, SW Washington, D.C. 20202-8520

The practices and procedures of Cosmetica Beauty and Barbering Academy comply with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act of 1974 (as amended) and the Buckley Amendment. Students, parents or guardians of dependent minors have the right to access and review the information contained within the student's records. Confidentiality of student (and staff) records is strictly protected. The Institution complies with Title IX of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964) Section 504, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993. Student information is not available to anyone outside the administration without: a) a written request/release from the student, b) a court order, or c) accreditation or government agency requirements. A Cosmetica Beauty and Barbering Academy representative will be present at any time that a file is reviewed.

INSTRUCTIONAL FACILITIES

Cosmetica Beauty and Barbering Academy is located at 9050 Telegraph Rd. #101, 103-105, 201- 203 Downey, CA. The City of Downey is the heart of Los Angeles County, located approximately 15 miles south-east of Downtown Los Angeles, CA. The Institution is readily accessible by the 5/605/710 freeways and is accessible from the many surrounding areas. Classrooms for each program of study at Cosmetica Beauty and Barbering Academy contain equipment and supplies sufficient to meet the needs of the course of the students.

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

Cosmetica Beauty and Barbering Academy has at least 7,810 square feet of modern facilities devoted to teaching the science and arts of cosmetology, barbering, esthetician, and manicuring. The facilities include a freshman classroom area for lectures and practical training, and an audio/visual center that can handle videotapes and blackboard demonstrations. Cosmetica Beauty and Barbering Academy has extensive shampoo facilities, chair hair dryers and blow dryer stations in addition to the workstations provided for each student. An administrative office and counseling office as well as a library are maintained on-site. Cosmetica Beauty and Barbering Academy provides restrooms and break room areas. The building is equipped with heating and air conditioning systems, well lit and furnished in a highly professional manner. It is free from distracting noises. Entrances and exits are located so that the building can be cleared quickly and safely in case of an emergency. The Institution's premises are wheelchair accessible (i.e., doorways, restrooms, ramps). There are several restaurants located less than one half block away from the Institution.

EQUIPMENT FOR EACH PROGRAM OF STUDY

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

LIBRARY

The library consists of appropriate reference books and internet use to assist in each program of study. Students may request any items from the library by checking out those items at the office during hours of operation. Cosmetica Beauty and Barbering Academy has a check-in / check-out system to access resources from the library. To check out resources or for internet use the student must ask an immediate instructor and complete a check out form at the office.

OFFICE HOURS

Monday through Friday 9:00 am to 5:30 pm

HOLIDAYS OBSERVED

Cosmetica Beauty and Barbering Academy observes the following holidays. The Institution is closed, and no classes are held.

	2023	2024
New Years Day	Observed January 2, 2023 (Classes resume 1/4/2023)	Observed on winter break (Classes resume 1/8/2024)
Memorial Day	May 29, 2023	May 27, 2024
Independence Day	July 4, 2023	July 4, 2024
Labor Day	September 4, 2023	September 2, 2024
Thanksgiving Day	November 23-24, 2023	November 28-29, 2024
Winter Break	December 25, 2023 – January 5, 2024	December 23, 2024 – January 3, 2025

Cosmetica Beauty and Barbering Academy has the right to declare a special holiday for emergency or special reasons. In such an event the students will be notified by school personnel via telephone and/or a notice posted on the front door of the school.

PRE- ENROLLMENT INFORMATION AND GENERAL RULES

"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."

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

Although general rules are reviewed during orientation, students are individually responsible for knowledge of all Institution rules and regulations including student conduct, attendance, make-up work, termination, etc. published in this catalog or communicated by the administration via written notices. Students must be aware that criteria for admission and/or graduation may differ depending upon the individual program. Some programs demand more stringent requirements than others. For more detailed information, contact the respective department.

ADMISSIONS POLICIES AND REQUIREMENTS

Cosmetica Beauty and Barbering Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in a Cosmetica Beauty and Barbering Academy program must:

1. Must be at least 16 years of age (Must be 18 years of age to be eligible for Title IV, financial aid.)
2. Have a valid State or Government issued ID.
3. Present a valid Social Security card or an Individual Taxpayer Identification Number (ITIN)
 - a. If the student is unable to provide proof of SSN/ITIN at the time of enrollment he/she may still be admitted only after signing a "Social Security/ITIN Disclosure Form".
4. Provide proof that you meet one of the following:
 - a. Have a high school diploma, or its equivalent, a transcript showing high school completion.
 - b. Have a GED certificate.
 - c. Have evidence of completion of home schooling.
 - d. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. Should an enrolling student provide a foreign high school diploma, the student is responsible for obtaining an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma.
 - e. Have passed the ability-to-benefit test.

Students lacking the High School Diploma or its equivalent, must be at least 16 years old at the time of enrollment and must be 17 years old at the time of application for The Board of Barbering and Cosmetology test (Compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the Board of Barbering & Cosmetology and pass an Ability to Benefit test prior to admission.

Note: The Board of Barbering and Cosmetology requires that you disclose information regarding misdemeanors and felonies. If this applies to you it is your responsibility to let an Admissions Representative know and provide a copy of the criminal record.

Ability to Benefit Test

Ability To Benefit Test (ATB) approved by the USDE; Combined English Language Skills Assessment CELSA with a minimum passing score of 97. The correct answers on form 1 should be 37 or 34 on form 2 as stated on the US Department of Education CELSA ATB user's guide. An independent third party administrator administers this test and the student pays the \$65.00 cost of the test. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the applicant does not attain a qualifying score, the student may take a different CELSA test. If the applicant does not attain a qualifying score on the second test, the student may re-test after 15 days. Any amount paid will be forfeited if there is a no-show to the test date.

For Spanish speaking students the Language Proficiency Assessment Test-Spanish (LPAT-S) is available with a minimum passing score of 17 in Comprehension and 14 in Mathematics. An independent third party administrator administers this test and the student pays the \$65.00 cost of the test. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the applicant does not attain a qualifying score, the student may re-test after 15 days. Any amount paid will be forfeited if there is a no-show to the test date.

Transfer Students

Note: All transfer students will be required to provide the above listed admissions requirements.

Cosmetica Beauty and Barbering Academy will grant “Transfer of Credits” also known as a “Cross-Over Program” to students that have been licensed in Cosmetology, Barbering, Esthetician, or Manicuring and are seeking to do a crossover to another program.

1. A copy of original license issued by The Board of Barbering and Cosmetology will be required.

Students previously enrolled in an accredited Institution and that have not completed the program may submit their academic records to Cosmetica Beauty and Barbering Academy for review and possible transfer of credit.

1. The official transcript and the official proof of training will be required.

If Cosmetica Beauty and Barbering Academy accepts the transfer credit based upon a review of the required documents, provided those courses are part of the Institution’s approved curriculum for that program of study;

- Cosmetica Beauty and Barbering Academy does not charge a fee for the assessment of prior hours or transfer of hours.
- Cosmetica Beauty and Barbering Academy will transfer in a maximum of 75% of the total program hours completed at the previous institution.

Cosmetica Beauty and Barbering Academy does not accept hours or credit earned through achievement tests, challenge examinations, ability-to-benefit students or prior experiential learning. Once its completed there is NO APPEAL to this procedure. This institution has not entered into an articulation or transfer agreement with any other college or university.

The tuition fee for Transfer Students will be calculated at the respective program hourly rate already stipulated, however the book and fee kit may vary depending on the amount of hours needed. Registration fee is \$100.00

Re-entry Students

Cosmetica Beauty and Barbering Academy will charge a registration of \$100.00 to students who have withdrawn and wish to re-enter. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll unless mitigating circumstances apply.

The student file will be reviewed prior to re-entry. If a balance was left pending from the previous enrollment, it will need to be paid in full or payment arrangements will need to be made. Attendance, academic, and/or behavior issues will be reviewed and may lead to a denial for re-entry. If the student is accepted for re-entry the student will be able to continue the course of study at the same Academic point and SAP status as when they left.

ADMISSION PROCEDURES

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

1. Have an interview with a Representative of the Admissions Department.
2. Complete an application for admission.
3. Take a tour of the facility
4. Receive School Disclosures
5. Have an interview with a Financial Planning Department Representative prior to completing the enrollment process to discuss payment plans.
6. Complete Admission Requirements
7. Complete all necessary paperwork for admission

Upon completion of the admission procedures, the student will be notified of the Institution’s decision regarding admission. The Institution reserves the right to refuse admission to any applicant who does not meet the Institution’s established criteria for admission.

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

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

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

In addition, a diploma earned at Cosmetica Beauty and Barbering Academy may not serve as a basis for obtaining a higher-level degree at another Institution or university. However, partial credits earned at Cosmetica Beauty and Barbering Academy are transferable to other postsecondary Institutions offering a similar program and may be transferable to community Institutions at their discretion and according to their policy.

CLASS SCHEDULES

COURSE	FULL TIME (Morning) 40 Hours per week	PART TIME (Morning) 25 Hours Per Week	PART TIME (Evening) 25 Hours per week
	Monday to Friday	Monday to Friday	Monday to Friday
COSMETOLOGY 1000 Hours (English and Spanish Program)	9:00 AM-5:30 PM (6 1/2 months)	9:00 AM-2:00 PM (10 months)	5:30 PM-10:30 PM (10 months)
BARBERING 1000 Hours (English and Spanish Program)	9:00 AM-5:30 PM (6 1/2 months)	9:00 AM-2:00 PM (10 months)	5:30 PM-10:30 PM (10 months)
ESTHETICIAN 600 Hours (English and Spanish Program)		9:00 AM-2:00 PM (6 months)	5:30 PM-10:30 PM (6 months)
MANICURING 400 Hours (Spanish Program Only)		9:00 AM-2:00 PM (4 months)	Monday to Thursday 5:30 PM-10:30 PM (5 months)

CLASS START DATES

All classes are programmed to start monthly on Mondays.

CLASS CAPACITY

Classes do not generally exceed a ratio of one (1) instructor to 25 students for theory classes and a ratio of one instructor to 20 students for practical classes.

INSTRUCTIONAL LANGUAGE

Cosmetology, Barbering and Esthetician programs are taught in English and Spanish only. Manicuring program is taught in Spanish only. There is no level of English language proficiency required.

TUITION POLICY

Students "In" Institution

Tuition is disclosed and agreed upon at the time of enrollment. All terms and obligations are reflected in the enrollment agreement. Tuition is due and payable on the 1st or 15th of the month, unless other arrangements have been made with the Financial Planning Department. Payments must be made consistently and on time, otherwise late payment penalties will be assessed after the 3rd day. The late fee is \$25.00. If no payment is received five (5) business days after payment is due, the student will be removed from class and not be allowed to attend the Institution until all payments are current. The student will subsequently be withdrawn. If a student exceeds the length of time under the contract terms, extra tuition will be charged. It is the student's responsibility to repay the full amount of any loans plus interest, which were obtained for the course of instruction, less the amount of any refund if applicable. Failure to meet the terms of a promissory note will result in default. Defaulting on a payment plan will have serious consequences. Cosmetica Beauty and Barbering Academy has an automatic withdrawal payment option that can be discussed with the Financial Planning Department.

Students "Out" of Institution

The Institution will discontinue services to current or graduate students who have overdue account balances and will make every effort to collect monies owed. The Institution will not provide grade or attendance reports, and transcripts for which the student has not made any payments. The Institution will not provide job placement assistance, subsequent enrollment, or any other student services until the student's account balance is current. The Institution reserves the right to withhold a graduate student's diploma until that student's account balance is current as per the terms of the agreement signed by the student.

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

Tuition Charges:

COURSE	TUITION	REGISTRATION FEE NON-REFUNDABLE	BOOKS, SUPPLIES, EQUIPMENT NON-REFUNDABLE	*STRF NON- REFUNDABLE	OTHER CHARGES NON- REFUNDABLE	HOURLY RATE	TOTAL CHARGES
COSMETOLOGY (English & Spanish)	\$8,880.00	\$100.00	\$2,180.00	\$27.50	0.00	\$8.88	\$11,187.50
BARBERING (English & Spanish)	\$7,725.00	\$100.00	\$1,380.00	\$22.50	0.00	\$7.725	\$9,227.50
ESTHETICIAN (English & Spanish)	\$5,460.00	\$100.00	\$1,520.00	\$17.50	0.00	\$9.10	\$7,097.50
MANICURING (Spanish Only)	\$2,080.00	\$100.00	\$1,080.00	\$7.50	0.00	\$5.20	\$3,267.50

Prices are subject to change without notice

*Effective April 1, 2022, each qualifying institution shall collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

The following is an estimate of charges per payment period based on the program of study.

COURSE	1 st Payment Period	2 nd Payment Period	3 rd Payment Period	4 th Payment Period
COSMETOLOGY (English & Spanish)	\$6,303.50	\$3,996.00	\$888.00	N/A
BARBERING (English & Spanish)	\$4,978.75	\$3,476.25	\$772.50	N/A
	1 st Payment Period		2 nd Payment Period	
ESTHETICIAN (English & Spanish)	\$4,367.50		\$2,730.00	
MANICURING (Spanish Only)	\$2,227.50		\$1,040.00	

Prices are subject to change without notice.

Methods of Payment: We accept Cash, Check, Money Order, Credit Cards, and Third Party Payments.

Overtime Charges

Additional training time will be charged for those students who exceed the term of their contract.

This is charged as an hourly rate multiplied by the remaining hours required to complete the course.

The calculation is illustrated below:

Example based on Barbering... 100 Hours X \$7.725 = \$772.50

Financial Planning Services

The following programs are available to eligible participants:

CBBAPP Cosmetica Beauty and Barbering Academy Payment Planning

TFC TFC Tuition Financing

Cosmetica Beauty and Barbering Academy is approved to accept the following:

Supplemental Job Displacement Benefits (SJD Vouchers) (Workers Comp)

Financial Assistance under the Workforce Innovation & Opportunity Act (WIOA)

Employment Development Department (TAA)

Department of Rehabilitation

Cosmetica Beauty and Barbering Academy is not approved to offer Title IV funding at this time.

Financial Planning Student Rights

Students have the right to know:

1. Types of payment plans available at Cosmetica Beauty and Barbering Academy
2. The basis for eligibility and the process of fulfilling these needs.
3. The refund policy of the Institution, including the pro rata refund policy.

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

Scholarships

Cosmetica Beauty and Barbering Academy awards several scholarships annually and are at the discretion of the Director. Scholarships will be given at the time of completion, if you do not complete the program satisfactorily you will lose the scholarship and will remain responsible for the full tuition.

ENGLISH ASA SECOND LANGUAGE INSTRUCTION

The Institution does not provide instruction for English as a Second Language, and neither does it provide services for obtaining visa to prospective students from other countries.

HEALTHCARE SERVICES

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

STUDENT SERVICES

The Institution assists students by providing them with access to programs outside of the classroom. Academic counseling is available to all students at the Institution, however, students are referred to community professionals for personal, non-academic counseling. The following support services are made available to all students and staff:

Los Angeles Domestic Violence Hotline (24 Hour) 800-978-3600

National Domestic Violence Hotline (24 Hour) 800-799-7233

Substance Abuse and Mental Health Services Help Line (24 Hour) 800-662-4357

Suicide Prevention Lifeline (24 Hours) 800-273-8255

We do not have dormitory facility under our control. There are apartment and housing available within walking distance of our Institution; the range in rental is from \$600.00 to \$2,000.00 depending on the number in the household. The Institution has no responsibility nor does not find or assist students in finding housing.

STUDENTS WITH DISABILITIES

Our Institution does not discriminate on the basis of disability in admission or access to its programs, services, or activities of individuals who meet essential eligibility requirements. The Institution will provide reasonable accommodations for documented disabilities of individuals who are eligible to receive or participate in Institution programs, services, or activities.

SEXUAL HARASSMENT POLICY

Sexual harassment of or by any student shall not be allowed. Sexual harassment is prohibited by Cosmetica Beauty and Barbering Academy and may result in disciplinary action to the offending student. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone under any condition. An individual or group feeling subjected to sexual harassment should directly inform the offending person/persons that such conduct must stop. Any conduct of a sexual nature following such notice may be determined to be sexual harassment. The School will take appropriate action to protect the reporting individual or group from retaliation or other forms of harassment.

STUDENT RECORDS

Official Institution records are maintained for all students from their original start date. Students are advised and cautioned that Federal and State Laws require the Institution maintain records for a six-year period only. (**Transcripts are maintained indefinitely**). Students, parents or guardians of dependent minors have the right to access and review the information contained within the student's records. Official transcripts can be sent at the student's written request to any other Institution, or can be disclosed to a third party after the request is signed. Government agencies and accrediting agencies, including the Bureau for Private Education and the Board of Barbering and Cosmetology may inspect, review and copy the student's records without the student consent.

Record Retention

The Institution maintains current records for a period of no less than six years at their principle places of business within The State of California. Transcripts are maintained indefinitely.

Updating Personal Information

Please notify the office immediately in writing of any changes regarding personal information (i.e. address, phone number, etc.). Any student discontinuing, transferring, or completing training is requested to check with the Institution so that appropriate records may be prepared.

STUDENT COMPLAINT PROCEDURE (GRIEVANCE POLICY)

Cosmetica Beauty and Barbering Academy is dedicated to providing a quality education to its students and maintaining an environment that is conducive to learning. However, in the event a concern or conflict should arise between the Institution and a student, the Institution's complaint resolution policy is as follows:

1. Start with the Instructor by submitting it in writing on the designated form provided by Cosmetica Beauty and Barbering Academy within 60 days of the date that the act which is the subject of the grievance occurred, if your complaint is not resolved;
2. Submit the grievance form to the school Director.
3. The complaint will be reviewed by the Director and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
4. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
5. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

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

Bureau for Private Postsecondary Education
1747 North Market, Suite 225
Sacramento, CA 95834
Phone No. (916) 574-8900, Toll Free (888) 370-7589, Fax. No. (916) 263-1897, www.bppe.ca.gov

or P.O. BOX 980818
West Sacramento, CA 95798-0818

Board of Barbering and Cosmetology
2420 Del Paso Road, Suite 100
Sacramento, CA 95834 Phone No. (916) 575-7570

National Accrediting Commission of Career Arts & Sciences (NACCAS)
3015 Colvin Street
Alexandria, VA 22314
Phone No. (703) 600-7600 Fax: (703) 379-2200
Initial Accreditation status with NACCAS

"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, Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (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 or by completing a complaint form, which can be obtained on the Bureau's internet web site www.bppe.ca.gov"

The Grievance Policy is provided to students at the beginning of the program and is also displayed where students clock in and out. Records of complaints and their resolution, as applicable, are retained in the office.

ATTENDANCE POLICY

Students must attend classes according to their established schedules. Frequent tardiness and/or absences are a cause for a disciplinary action such as an unsatisfactory progress or dismissal. Students must maintain a minimum cumulative attendance average of 67% in order to be considered maintaining satisfactory attendance progress (See Satisfactory Academic Progress Policy). Students with twenty-one (21) consecutive days of absences without a notification, in any program of study, and without being on an approved Leave of Absence (LOA) will be withdrawn. Students who exceed the term of their contract will be charged for additional training. The additional training is charged at the hourly rate of the chosen program and is multiplied by the remaining hours. The student must complete the program in the maximum time frame of 150% of the length of the educational program for which the student has indicated in the enrollment agreement. If the student exceeds the maximum time frame, the student will be terminated from the program and will be responsible for all charges and re-enrollment fees.

Absences

Attendance is taken on a daily basis. Students are advised to call the Institution to inform their instructor of their absence. The call must be made by 9:00am for morning schedule or by 5:30pm for evening schedule. If a school representative is not available, leave a message on the Institution's voice mail.

Excused absences

The only excused absences allowed are: Jury Duty, Military Leave, Immediate Family Death, Incarceration, Medical or Legal Appointments. Any extenuating circumstances will be evaluated on a case-by-case basis. A legitimate note must be submitted to the Administration Office within 7 days of the absence to be considered valid for makeup- hours.

Advanced notices for leaving early and for absences

Students leaving early or that have an expected absence are advised to complete and sign the advising report to notify the instructor.

Leaving early from class and/or not clocking out in a timely manner can lead to suspension or expulsion and will have time reduced for the day (time reduced to be determined after review).

Instructors will be taking a secondary roll call at the end of class. Please ensure that you are present and verified for roll call. If the student was out due to restroom break, putting material away in vehicle, office visit, it is the student's responsibility to communicate this with their instructor be verified for attendance daily.

Tardiness

Tardiness is a disruption of a good learning environment and is highly discouraged. Frequent tardiness without legitimate reasons may be cause for a disciplinary action.

Leave of Absence Policy (LOA)

All students are required to follow the institution's Leave of Absence Policy when requesting an LOA.

The following applies to all students.

The Institution will only consider a written request for a leave of absence and may approve the leave after determining that the request is justifiable and there is a reasonable expectation that the student will return to the Institution. The Institution may only approve a leave of absence if:

- 1) The leave is requested in writing in advance, must be signed and dated by the student.
- 2) The request is justifiable by a military leave, jury duty, incarceration, or a medical/family emergency. Any extenuating circumstances will be evaluated on a case-by-case basis.
- 3) It is a minimum of 14 days.
- 4) The leave of absence does not exceed 180 days in a 12-month period, together with any additional LOA's previously granted.

In the event that unforeseen circumstances prevent a student from providing the request prior to the LOA, the Academy will document the reason for granting the LOA and will require the request from the student at a later date. In this instance the beginning date of the approved LOA will be determined by the academy to be the first date the student was unable to attend the Academy because of the circumstances.

The number of days in a leave of absence is counted beginning with the first day (Calendar Day) of the student's initial leave of absence. Cosmetica Beauty and Barbering Academy will extend the students contract period by the same number of calendar days taken on the LOA. Changes to the contract period will be documented on an addendum to the enrollment agreement and must be signed and dated by all parties.

Students will not be assessed additional tuition charges while on their Leave of absence or additional charges as a result of a LOA. Students returning from an authorized LOA will retain all credit, clock hours and work projects completed and will return to the academic progress they held. A student granted an LOA that meets this criterion is not considered to have withdrawn, and no refund calculation is required at that time.

If the student takes an unapproved LOA or fails to return to the Institution on the scheduled return date, you will be subject to the Institution's withdrawal policy, and will be withdrawn from the Institution immediately. The withdrawal date for the purpose of calculating a refund is always the students last date of attendance; all refunds will be due 45 days from the date of determination. This will affect your payment plan, and other scholarships (if any).

Personal Service Days

Personal Service Days are a privilege that the students must earn. The student must be in good standing academically, disciplinary and with attendance. Personal Service Days will at the discretion of the instructor. If the student is absent on the day that the personal service takes place it may not be made up.

Make-up Assignments/Tests/Time

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

- a. Make-up assignments or test must be completed within the same month that the absence took place to meet monthly reporting.
- b. Make-up of scheduled class hours (attendance) must be cleared through the office. Make up hours are a privilege and are only available to excused absences (jury duty, military leave, immediate family death, incarceration, medical or legal appointments) that were documented within 7 days of the absence. Students on a make up hour schedule must sign in and out on the roster with the Instructor in charge in order for the hours to be valid in addition to the login with the fingerprint system. If the student fails to sign in and out with the Instructor no credit will be given for the day.

CLOCK HOURS POLICY

The Board of Barbering and Cosmetology will only recognize time clock hours of attendance. As a result of this requirement this Institution can only give clock hour credit to students who record their attendance by using the time clock to clock in and out at the start and end of their class day and lunch period. In certain circumstances the hours may be inputted by a school representative with proper documentation to back up the attendance. Students must remain in the institution premises while clocked in. Leaving the institution premises without clocking out will lead in a disciplinary action. Cosmetica Beauty and Barbering Academy uses The Biometric Fingerprint System for the students to sign in and sign out and to track attendance.

The following is description of the sign in grace period and allowance:

Morning Schedule	Evening Schedule	
9:00am	5:30pm	Class start time.
9:00am - 9:07am	5:30pm - 5:37pm	7 minute grace period to be considered on time.
9:08am - 9:10am	5:38pm - 5:40pm	Latest time permitted to clock in. 15 minutes will be deducted for the day.
9:11am - 11:00am	5:41pm - 7:30pm	Theory is commenced and no student will be permitted to sign in during this time.
11:00am	7:30pm	Tardy students can sign in and join class.

A 30-minute lunch break shall be taken when a student attends a 6-hour class day or more, in which the student must clock out and in for. If you are attending less than a 6-hour class day you will get a 15-minute break. Students are not permitted to leave the institution during the 15-minute break while still clocked in. Students who decide to leave the institution premises for break time must clock out, not doing so will result in losing the hours for the entire day. Any student that takes more than 15-minutes for break time will have 1-hour deducted for the day.

After clocking in you are required to maintain applied effort, professional grooming and remain in the building; reading material not related to your training or involving in activity not related to your training is not tolerated. If this occurs you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your suspension or termination. For Students that forget to sign in or out more than 3 times, 1 hour will be deducted for the day.

If you are having issues with clocking in/out, you must do one of the following in order for your hours to be accounted for:

- Sign-in manually in the office at the exact time that you are having issues.
 - Notify your instructor immediately so they can notify the office.
 - Take a screenshot of the error at the exact moment that you are having issues for proof that it is a system error.
- Please keep in mind that you must notify immediately and not at the end of the day. If you do not comply with one of the above hours cannot be modified and you are at risk of losing credit for the day.

Time Cards

Time cards are a matter of strict State regulations and must be accurate. Students are to record on their time card, in the area provided, the activities of their classes, assignments, operations performed, etc. All entries and computations are to be made, in pencil, by the student on his or her own individual card. At the completion of the last day of your week, a new 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 next days' time card. The time card must be signed by the student and the instructor on a daily basis. If an error is made on the student time card the instructor will draw a line through the error and make the correction and the student and instructor must initial the change.

Time cards reflect the student daily record of hours and operations. Be advised that the Time Cards on paper are used for student records and backup in case of system failure, actual clock in and clock out time is done by The Biometric Fingerprint System.

Hours and operations on the time card must be legible at all times. The time cards are the property of the Institution and must remain in the Institution at all times. Removing the time cards from the institution will result in a disciplinary action.

Time Card Credit

The following is a guideline of how the instructor issues credits: Each Theory credit must be initialed in the proper category. Once a category is complete, the instructor will issue credits in pending categories. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated. The portions of the time card concerning operations are to be applied efforts of the students; as they manually perform a practical subject. Some practical operations may take longer to perform according to the student.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Cosmetica Beauty and Barbering Academy consistently applies the Satisfactory Academic Progress Policy to all students enrolled in any program of study whether it is full-time or part-time. This policy applies to all students enrolled in a NACCAS approved program. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) (Initial Accreditation status with NACCAS) and the federal regulations established by the United States Department of Education. The policy is printed in the school's catalog to ensure that all students receive a copy prior to enrollment.

The student must:

- Maintain a minimum cumulative attendance average of 67% in order to be considered maintaining satisfactory attendance progress.
- Maintain a minimum cumulative academic average 70% in order to be considered maintaining satisfactory academic progress.
- Complete the program in the maximum time frame of 150% of the length of the educational program for which the student has indicated in the enrollment agreement. If the student exceeds the maximum time frame, the student will be terminated from the program and will be responsible for all charges and re-enrollment fees.

The Institution evaluates the students' (academic and attendance) Satisfactory Academic Progress at the conclusion of each evaluation period. All Evaluations must be completed within seven (7) school business days following the established evaluation periods.

Qualitative Evaluation (Academic)

Students are expected to maintain a 70% cumulative grade point average of their combined practical and written grades to be considered making satisfactory academic progress during an evaluation period. Theory will require written exams to be taken in each of the chapters of study. Practical skills are evaluated according to the procedures set forth by the Board of Barbering and Cosmetology and evaluation criteria adopted by Cosmetica Beauty and Barbering Academy. Theory assignments are evaluated using the percentage grading system. Practical assignments are evaluated using the 5-point grading system. Students must make up failed or missed tests and incomplete assignments.

THEORY GRADES	
90-100%	A (Excellent)
80-89%	B (Outstanding)
70-79%	C (Satisfactory)
69% and below	F (Unsatisfactory)

PRACTICAL OPERATIONS GRADES		
5 points	A (Excellent)	90-100%
4 points	B (Outstanding)	80-89%
3 points	C (Satisfactory)	70-79%
2 points	F (Unsatisfactory)	69% and below

Due to varied capabilities of individual students, some may progress from one level of training to another at a more rapid rate. However, all students will be required to satisfactorily complete all subjects prior to graduation unless credit has been allowed for previous training in a particular subject area.

Quantitative Evaluation (Attendance)

The evaluation periods at which attendance progress shall be evaluated are the following and are based on the scheduled hours completed. The policy is based on the 900-clock hour academic year.

PROGRAM	EVALUATION PERIODS	ACADEMIC YEAR		
		FULL TIME	PART TIME	
COSMETOLOGY (English & Spanish) Scheduled Hours	450, 900, 1000 Midpoint and at end of academic year	11.25 WEEKS	18 WEEKS	900 CLOCK HOURS
		22.50 WEEKS	36 WEEKS	
		25 WEEKS	40 WEEKS	
BARBERING (English & Spanish) Scheduled Hours	450, 900, 1000 Midpoint and at end of academic year	11.25 WEEKS	18 WEEKS	900 CLOCK HOURS
		22.50 WEEKS	36 WEEKS	
		25 WEEKS	40 WEEKS	
ESTHETICIAN (English & Spanish) Scheduled Hours	300, 600 Midpoint and end of course	7.50 WEEKS	15 WEEKS	900 CLOCK HOURS
		15 WEEKS	30 WEEKS	
MANICURING (Spanish) Scheduled Hours	200, 400 Midpoint and end of course	5 WEEKS	8 WEEKS	900 CLOCK HOURS
		10 WEEKS	16 WEEKS	

If a student is making satisfactory progress at evaluation time, then the student is considered to be making satisfactory progress until the next evaluation period. If a student is NOT making satisfactory progress at time of evaluation, then the student will be placed on warning.

Maximum Time Frame

The maximum time frame a student has to complete any course is 1½ (150%) times the course length. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. NACCAS approved course length is defined as the period of time identified on the enrollment contract. If the student exceeds the maximum time frame, the student will be terminated from the program and will be responsible for all charges and re-enrollment fees. A leave of absence will also extend a student's contract expected graduation date and the maximum time frame of one and one-half (1½) times the length of the course as stated in the enrollment agreement by the number of days taken in the leave of absence.

The regular and the maximum time frame for completing each course is the following:

PROGRAM & PROGRAM HOURS	MAXIMUM HOURS	MAXIMUM WEEKS	
		40 Hours Per Week	25 Hours Per Week
COSMETOLOGY (1000 Hours) (English & Spanish)	1500 Hours	37.5 Weeks	60 Weeks
BARBERING (1000 Hours) (English & Spanish)	1500 Hours	37.5 Weeks	60 Weeks
ESTHETICIAN (600 Hours) (English & Spanish)	900 Hours	N/A	36 Weeks
MANICURING (400 Hours) (Spanish Only)	600 Hours	N/A	24 Weeks

Warning

Students who fail to meet minimum requirements for attendance or academic progress at an evaluation period are placed on a warning status and are considered to be making satisfactory progress during the warning period. The students will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation period. 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 and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation

The institution may only allow the status of probation for students who are not considered to be meeting minimum standards for satisfactory academic progress if:

- a) The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
- b) The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- c) The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- d) The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institutions satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

A student must first meet each element stipulated above prior to be placed on the status of probation.

Re-Establishment of Satisfactory Progress

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probation period. If after this period, a student is still in unsatisfactory progress, he/she may be dropped from the course of study at the discretion of the Campus Director. In case of extenuating circumstances, special arrangements may be made with school officials. These arrangements will be handled on an individual basis. The warning, probation, and reinstatement period applies to all students, whether or not they are on financial aid.

Appeal Process

Students who wish to appeal the determination that they are not maintaining satisfactory progress after the warning period must submit a letter to the Campus Director within 10 days of receiving the notice of a negative SAP determination, describing any mitigating circumstances the student believes deserves further consideration: 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. The institution will also determine that satisfactory academic progress standards can be met by the end of the subsequent evaluation period. Reasons for which a student may appeal a negative progress determination include: death of an immediate family member, injury or illness of the student, or any allowable special or mitigating circumstance. An appeal decision will be made, and the student notified accordingly. Should a student prevail upon his/her appeal, the student will be placed on probation for the following evaluation, and financial aid will be reinstated, if applicable. The student will be placed on an academic action plan to ensure the student is able to meet satisfactory academic progress by the end of the probationary period. A copy of the student's academic action plan will be kept in the student's file along with the corresponding forms.

Interruptions, Course Incompletes and 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.

Re-Enrollment

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. Student's must sign a new enrollment agreement and will be based on the current cost of tuition and fees; however, the previous hours earned may be used as credit in computing new charges, depending on the elapsed time between the last day attended and re-enrollment.

Noncredit, Remedial Courses, and Repetitions

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

Transfer Hours

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution.

The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. The student has opportunity to review the Satisfactory Academic Progress Evaluation results after they have been completed by a school official. The student must initial to verify acknowledgement of evaluation results. Students may request a hard copy of the evaluation report. If at the end of the

probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, the student will be deemed ineligible to receive Title IV funds.

Students Evaluations

The students are given 2 exams and 2 practical evaluations monthly. The instructor records the student's grades on the "*Monthly Theory & Practical Grading Sheet*" and the grades are discussed with each student at the end of the month. The reports are posted in the data system, and this is what reflects the student's satisfactory academic progress. The original reports are turned in to the office monthly & they are kept in the main office.

ATTENDANCE STATUS

Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Part time enrollment is defined as more than 16 but less than 24 hours per week. Less than 16 hours per week is less than half time.

CLASS CANCELLATIONS

Administration reserves the right to cancel any class if the number of students falls below the minimum accepted. Class cancellations may occur during the first week of the scheduled class days, in which case the Institution will refund all monies due if applicable.

CLIENT POLICY

After clients have been received at the front desk, the student will introduce himself or herself to the client, walk them to their designated chair, and perform a consultation. When the client has decided on their service(s), the student must circle all the services requested/completed. After completion of the service, the student must walk their client to the front desk for payment of services rendered. The student is responsible for bringing the work slip with them to the cash register with all the services circled or marked. Failure to bring the work slip forward will result in a disciplinary action (regardless of what services was performed). A future appointment should be noted in the appointment book. At this juncture, the student should thank the client for their time and remind them about their appointment with an appointment card.

ATTITUDE, DRESS CODE AND GROOMING

The Beauty Industry is primarily about providing customer service and satisfaction. Success in this industry is dependent on your ability to present yourself well in appearance, presentation, attitude and having the skills to make your customers want to make referrals to you and return to you herself/himself. To truly succeed in this industry, you have to treat each and every customer as if your entire career depended on her/him. While a student in the Institution, in addition to learning basic skills and techniques, you will be expected to conduct and present yourself in a professional manner through good attire, grooming and attitude at all times.

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

Dress Code All students are expected to follow the dress code for their own benefit, other students and the public. If the student arrives to the Institution without the proper uniform attire, the student will be asked to clock out and go home to change to the appropriate uniform. The time will be deducted from the student's hours for that day.

While in the Institution, students must follow the following dress code:

Cosmetology, Barbering and Manicuring - Black Professional Smock or the Cosmetica Beauty and Barbering Academy uniform shirt with solid black pants (no leggings) and solid black closed toed shoes. Sweater must be solid black and must be worn UNDER the Cosmetica uniform shirt or UNDER the professional smock. No logos or other colors/patterns are permitted.

Estheticians - All white scrubs with white closed toed shoes. Sweaters must be solid white and must be worn UNDER the white scrubs. No logos or other colors/patterns are permitted.

Cosmetica Beauty and Barbering Academy does not permit the following:

Tank tops (short sleeves must cover upper arms), shoes with heels, shorts, excessively loose or tight apparel, head covering (hats, beanies, etc.), and sunglasses are not permitted. All apparel must be clean and pressed (with no stains or tears). Facial jewelry should be avoided or kept to a minimum while in the Institution.

If due to medical reasons or religious beliefs certain apparel is necessary, you are required to disclose the information to an office personnel for authorization.

Free dress day consists of closed toe shoes and conservative attire and no over body exposure (determined at the discretion of instructors/staff).

Grooming As you are entering a salon-like atmosphere of training, good grooming and proper hygiene is always expected. This means being clean and neat. Hair, whether on the head or face, should be fashionable, orderly and presentable in a professional manner. In order to gain a client's confidence, you must present yourself in the best light, as the client's impression is always made upon first sight and first introduction. Obviously, proper use of deodorant, breath freshener, and clean manicured hands is important for the respect and comfort of others.

RULES AND REGULATIONS

Cosmetica Beauty and Barbering Academy believes there are three primary and sound reasons for having an Institution's Rules and Regulations:

1. Out of respect, comfort and safety of others in the Institution, including students, patrons and staff.
2. To establish the same kind of work, conduct and habit patterns that would be expected of you in the typical salon where you take up your profession.
3. To comply with State, Federal and accrediting expectations.

The following rules and regulations are designed to industry standards and based on professional expectations; All students must comply with the Institution Rules and Regulations as a condition of enrollment, not complying with the rules or regulations can lead to a disciplinary action. Cosmetica Beauty and Barbering Academy reserves the right to modify these rules and regulations at any time.

- **Participation** - To thoroughly prepare you for your professional future, we ask that all duties and assignments given to the student by an instructor must be complied with. In addition, students should always come prepared with the appropriate study material (books) and kit. Should a student refuse any duty/assignment or come to class unprepared, he/she will be clocked out immediately for the remainder of the day. If a student is not physically able to perform assignments due to a medical reason, he/she will not be allowed to attend the Institution until it has been cleared by a medical professional.
- **Behavior** – Students are expected to act with respect at all times. Profanity, lewd behavior, bullying or being disrespectful to staff and fellow classmates is not permitted. Personal conversations should be kept to a minimum. Gossip or any untruthful, misleading or slanderous comments referencing fellow students or staff whether on campus or placed on the internet/social media, is not permitted.
- **Sanitation and Disinfection** - Rigid adherence to sanitation and disinfection are mandatory. Students must keep their workstations clean and in sanitary condition at all times. All student kits must be in a sanitized condition at the end of each day, always with proper labeling.
- **Cell Phone and Personal Calls** - Cell phone use is not permitted during class time. Only emergency calls are permitted on the Institution phone. For emergency calls, students should give the Institution's number to relatives so that they will not call the student's cell phone and disrupt the class.
- **Break (15 Minutes)** - Students are not permitted to leave the institution during the 15 minutes of break while still clocked in. Students who leave the building while clocked in are subject to immediate suspension, up to and including expulsion.
- **Lunch Break (30 Minutes)** - Students taking a lunch break must clock out and back in, in accordance with State and Institution Regulations. For this reason students are not allowed to leave the building or go to the break/lunch room, in their lunch break, unless they are clocked out. Any student that does not clock out for their lunch break will have their time attended deducted by 1 hour on that given day.
- **Break Room** - The Break Room is cleaned out daily and any items left behind get thrown away. Students are expected to keep the break room clean and to clean up after each use.
- **Food and Drinks**- No food or drinks (Only drinking water that is properly labeled is permitted) are permitted in any classroom, unless so designated for a special event.
- **Visitors** - Personal visitors are not permitted in the classrooms or break area. Visitors must register in the office to obtain a "Guest Badge".
- **Personal items or possessions**- There is no assigned locker for personal possessions. Cosmetica Beauty and Barbering Academy is not responsible for any personal items or possessions left in the institution.
- **Theft or Damage to Equipment** - Students who misappropriate, misuse or steal any equipment or instructional devices may be subject to dismissal and may be billed for damaged or stolen equipment. Equipment mishaps must be reported immediately to the respective department.
- **Drug Abuse Policy**- Cosmetica Beauty and Barbering Academy has a zero-tolerance policy on drugs, including prescription cannabis, found on the campus. Anyone found abusing or under the influence of any intoxicants, drugs, or narcotics is strictly forbidden will be cause for student expulsion.
- **Smoking/ Vaping/ E-cigarettes** - Cosmetica Beauty and Barbering Academy maintains a smoke-free environment and is not permitted within the premises, including the outdoor break room, walkways or parking area.

Grounds for Immediate Expulsion/Termination

- Students who engage in disorderly conduct including bullying, threats, fights, stealing, and drug use/possession of drugs or gang activity will be reported to the authorities and face expulsion.
- Drugs, including prescription cannabis, alcohol, and weapons have no place on school grounds and possession thereof is subject to immediate expulsion.
- Any person selling, distributing or dealing drugs, alcohol, or a controlled substance will be immediately expelled.
- Students clocking time cards/hours, other than their own, or falsifying time cards/hours are subject to immediate expulsion.

Additional situations not mentioned above may arise and will be handled at the discretion of the institution.

Cosmetica Beauty and Barbering Academy works with the local law enforcement authorities and maintains the right in the school's sole discretion to allow law enforcement to carry out specific and random searches. Such searches/inspections may be carried out with or without notice to or in the presence of the student. Such police activity may include but is not limited to: random drug or weapon searches of backpacks, book bags, brief cases, containers, jackets and coats.

Cosmetica Beauty and Barbering Academy reserves the right to develop or implement student and employee drug testing, including, but not limited to, mandatory drug testing, periodic unannounced drug testing, specific condition testing and reasonable belief testing. This protocol will be at the Institution's responsibility.

Disciplinary Procedures & Dismissal

All disciplinary matters will come before the Administration, which will review the written matter, interview the parties involved, and make a determination of the action to be taken. This may result in a verbal warning, probation, suspension for a particular length of time, the student being expelled/terminated, or other appropriate action.

Appeals Policy

Should a disciplinary action such as suspension or termination be taken, the Institution will notify the student in writing. The student has ten (10) business days to appeal the decision of the Institution regarding the action taken and must substantiate his or her case by providing documentation where appropriate. All appeals must be made in writing. The Institution will form a committee who will review and take the necessary steps to resolve the appeal. The Institution has ten (10) business days to respond.

CANCELLATION, WITHDRAWAL AND REFUND POLICY

The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. All fees are identified in the catalog and on the contract.

Student's Right To Cancel: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid, less the amount of the registration fee, through attendance at the first class session (**first day of class**), or the seventh day after enrollment (**seven calendar days from the date when the enrollment agreement was signed**), 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.

Refund Policy: 100% Total Refund within the 1st to 7th day of the stated cancellation period, less the amount of the registration fee. 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, based on scheduled hours. Once more than 60% percent of the enrollment period in the entire course has elapsed (**including absences**), there will be no refund to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

A registration fee of \$100.00 **is a non-refundable item**. Equipment, books, supplies, tools, uniforms, kits 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 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 a student's cancellation or withdrawal. See Hypothetical Refund 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 that balance. Official withdrawal date is on the student's notification or school's determination.

You do not cancel the contract by just not attending classes or telephoning the school, you must cancel in writing. The school through monitoring attendance at least every thirty (30) days determines unofficial withdrawals.

Hypothetical refund example according to the state pro rata policy. Assume that a student enrolls in the Cosmetology course, upon enrollment in a 1,000-hour course, pays \$8,500.00 for tuition, \$100.00 for Registration fees, and \$500.00, (documented cost to the Institution) for equipment as specified in the enrollment agreement and withdraws after 300 hours into the course (this includes class days not attended by the student) without returning the equipment (due to sanitary reasons) he/she received. The pro rata refund to the student would be \$5,950.00 based on the calculation stated below.

Tuition	\$8,500.00
Registration fee (not refundable)	100.00
Cost of equipment (non refundable)	500.00
Total Amount Paid	\$9,100.00

Tuition cost	\$8,500.00
Hours in the course	1,000
Hourly charge	8.50

Paid for instruction	\$8,500.00
Hours attended	300
Tuition owed 300 x \$8.50	\$2,550.00
Refund due	\$5,950.00

Determination of cancellation or withdrawal from Institution will be on the earliest of:

1. The institution does not accept an applicant. The applicant shall be entitled to a refund of all monies paid, less the registration fee.
2. A student or legal guardian cancels the enrollment in writing within the first class session (first day of class), or the seventh day after enrollment (seven calendar days from the date when the enrollment agreement was signed), whichever is later.
3. The date a student notifies in writing to the Director of their intent to withdraw.
4. The date the student failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.
5. The date the Institution terminates the student's enrollment due to not making satisfactory academic progress (SAP) or for violation of its rules and regulations stated in the catalog and is expelled.
6. The date the student fails to attend classes for 21 consecutive days and fails to inform the Institution that they are not withdrawing.
7. If a course/ program is canceled subsequent to a student's enrollment and before instruction in the course/program has begun, the Institution shall at its option:
 1. Provide a full refund of all monies paid; or
 2. Provide completion of the course at a later time.
8. If the Institution cancels a course/program and ceases to offer instruction after students have enrolled and instruction and the course has begun, the Institution shall at its option:
 1. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
 2. Provide completion of the course/program; or
 3. Participate in a Teach-Out Agreement; or
 4. Provide a full refund of all monies paid.
9. If the institution closes permanently and ceases to offer instruction after students have enrolled, and instruction had begun, the institution must make arrangements for students. The Institution has at its option:
 1. Provide a pro rata refund; or
 2. Participate in a Teach-Out Agreement.

Return Policy for Kits and Textbooks: When a student purchases a cosmetology, barbering, manicuring, or esthetician kit, the sale is final. There are no refunds on kits and textbooks.

Return of Title IV: Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

If any refunds are due based on the Return of Title IV calculation **or** based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7) Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG, 10) Other. This order would apply in accordance to the aid program available at the institution.

Cosmetica Beauty and Barbering Academy is not approved to offer Title IV funding, at this time.

COLLECTION POLICY

Cosmetica Beauty and Barbering Academy shall inform the student of any balance owed to the institution. The institution shall reflect ethical business practices in all collection procedures. This institution does not use any of our accrediting agencies names in the institution's refund policy nor in any of our collection efforts. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the Withdrawal and Settlement Policy. If promissory notes or contracts for tuition owed are sold or discounted to third parties, the third party will comply with the cancellation policy of the institution.

STUDENT TUITION RECOVERY FUND (STRF): 5, CCR § 76215 (A)

***Effective April 1, 2022, Each qualifying institution shall collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).**

“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.”

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

DIPLOMA AND GRADUATION REQUIREMENTS

Students will be awarded a diploma certifying his/her graduation after,

- Completing the required program theory hours and practical operations with a grade point average of 70% or a letter grade “C” or better.
- All tuition and fees have been paid in full.
- All students are also required to pass a final practical evaluation.

Cosmetica Beauty and Barbering Academy has the right to withhold transcripts, proof of training documents and grades for failure to meet financial obligations. The institution may assist the student in completing the necessary documents to file for the Board of Barbering and Cosmetology examination.

JOB PLACEMENT/CAREER SERVICES DEPARTMENT

The school provides placement on the bulletin boards throughout the school. In accordance with state law, Cosmerica Beauty and Barbering Academy does not guarantee employment or job placement as an inducement to enrollment. However, it is one of our main objectives to provide training that will make graduates employable upon becoming licensed by the California Board of Barbering and Cosmetology. Once enrolled, the student understands that no guarantee of employment can be made to the student by any Cosmetica Beauty and Barbering Academy employee. Cosmetica Beauty and Barbering Academy will provide job referral assistance to student upon graduation if requested. It is expected that graduates, demonstrates a good faith effort in securing a position in their field of study and notifying Cosmetica Beauty and Barbering Academy promptly.

CURRICULUM FOR COSMETOLOGY COURSE (1,000 HOURS)

The curriculum for students enrolled in a cosmetologist course shall consist of one thousand (1,000) clock hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction shall mean 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. Technical and practical training shall include the following hours and/or operations:

Cosmetology 1000 Hours	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations
200 Hours of Technical Instruction and Practical Training in Health and Safety		
Health and Safety: The subject of Health and Safety shall include but is not limited to the following techniques and procedures: Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	50	
Board Approved Health and Safety Course (B&P 7389(a)): The subject of Board Approved Health and Safety Course (B&P 7389(a)) shall include but is not limited to the following techniques and procedures: Instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	50	
Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include but is not limited to the following techniques and procedures: Instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	50	50
400 Hours of Technical Instruction and Practical Training in Hair Dressing		
Chemical Hair Services: The subject of Chemical Hair Services shall include but is not limited to the following techniques and procedures: Instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	100	100
Hairstyling Services: The subject of Hairstyling Services shall include but is not limited to the following techniques and procedures: Instruction arranging, blowdrying, cleansing, curling, dressing hair analysis, shampooing, waving, and non chemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	65	135
200 Hours of Technical Instruction and Practical Training in Esthetics		
Skin Care: The subject of Skin Care shall include but is not limited to the following techniques and procedures: Instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	55	95
Hair Removal and Lash and Brow Beautification: The subject of Hair Removal and Lash and Brow Beautification shall include but is not limited to the following techniques and procedures: Instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	25	25
100 Hours of Technical Instruction and Practical Training in Manicure and Pedicure		

Manicure and Pedicure: The subject of Manicure and Pedicure shall include but is not limited to the following techniques and procedures: Instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, and repairs.	50	50
100 Hours of Technical Instruction in Additional Training		
Additional Training: Additional training will be given in the following subject matter: Salon Management, communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, desk and reception, introduction to teaching mythology and other subjects such as advanced makeup, extensions, updo techniques and other subjects relating to the Cosmetology field.	100	

Instructional Methods

The teaching methods associated with this course to promote learning are primarily interactive learner centered and student directed. The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation and job entry level skills. The equipment, implements, and products are comparable to those used in the industry. The teacher role is to guide on the side, based on the topic, questioning, problem solving, summarizing, demonstrating, and discussing. A combination of methods is often used to influence the students, including, guided practice, workshops, group activities, student salon activities, classroom presentations, guest speakers, projects and pair sharing. The course is presented through comprehensive lesson plans, which reflect effective educational methods.

Cosmetology Program Goals and Objectives

Cosmetica Beauty and Barbering Academy has the primary goals to...

1. Provide a quality educational system that prepares each student to pass the State Board examination.
2. Provide a quality system that includes an outstanding facility, experienced, and qualified instructors.
3. To train and graduate students who have been prepared with the confidence and enthusiasm to enter a successful career within the cosmetology industry.

The objective is for our students to...

1. Acquire knowledge of California's laws and rules regulating the industry and establishments.
2. Develop knowledge of health and safety as related to all phases of hair, skin, and nails.
3. Acquire the knowledge of general theory relative to cosmetology, including anatomy, physiology, chemistry, electricity and theory relative to practical procedures performed.
4. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders.
5. Learn the procedures and terminology used in performing all cosmetology services.
6. Develop knowledge on proper use of implements relative to all cosmetology procedures and implements.
7. Be able to appreciate good workmanship common to cosmetology.
8. Acquire business management techniques common to cosmetology.
9. Possess a positive attitude towards the public and fellow workers.
10. Appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

Requirements for Satisfactory Completion of Course

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

Diploma and Graduation Requirements

Students will be awarded a diploma certifying his/her graduation after,

- Completing the required program theory hours and practical operations with a grade point average of 70% or a letter grade "C" or better.
- All tuition and fees have been paid in full.
- All students are also required to pass a final practical evaluation.

Cosmetica Beauty and Barbering Academy has the right to withhold transcripts, proof of training documents and grades for failure to meet financial obligations. The institution may assist the student in completing the necessary documents to file for the Board of Barbering and Cosmetology examination.

Licensing Requirements

Applicants must be at least 17 years of age or older, have a current and valid identification, Social Security Card or ITIN, and have completed the 10th grade or its equivalent. A Cosmetology License will be granted by the State of California only after the student has successfully passed the state examination. The examination consists of one (1) part. All candidates will be taking the National Interstate Council of Board of Barbering and Cosmetology, (NIC) written examination. Students are assisted in completing the necessary documents to file for the Examination

CURRICULUM FOR ESTHETICIAN COURSE (600 HOURS)

The curriculum for students enrolled in an Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an Esthetician, pursuant to Section 7354 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

Esthetician 600 Hours	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations
350 Hours of Technical Instruction and Practical Training in Facials		
<p>Manual, Electrical and Chemical Facials:</p> <p>The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	70	140
<p>Preparation:</p> <p>The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills.</p>	15	
200 Hours of Technical Instruction in Health and Safety		
<p>Laws and Regulations:</p> <p>The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	10	
<p>Health and Safety Considerations:</p> <p>The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B.</p> <p>Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.</p>	40	
<p>Disinfection and Sanitation:</p> <p>The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures.</p> <p>Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	10	
<p>Anatomy and Physiology:</p> <p>The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.</p>	15	
50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up		
<p>Eyebrow Beautification:</p> <p>The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.</p>	25	50
<p>Make-up:</p> <p>The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.</p>	20	40

Additional training will be given in the following subject matter

Salon Management, communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, preparing a resume, employment development, desk and reception, state exam preparation, microdermabrasion and other subjects relating to Estheticians.

Instructional Methods

The teaching methods associated with this course to promote learning are primarily interactive learner centered and student directed. The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation and job entry level skills. The equipment, implements, and products are comparable to those used in the industry. The teacher role is to guide on the side, based on the topic, questioning, problem solving, summarizing, demonstrating, and discussing. A combination of methods is often used to influence the students, including, guided practice, workshops, group activities, student salon activities, classroom presentations, guest speakers, projects and pair sharing. The course is presented through comprehensive lesson plans, which reflect effective educational methods.

Esthetician Program Goals and Objectives

Cosmetica Beauty and Barbering Academy has the primary goals to...

1. Provide a quality educational system that prepares each student to pass the State Board examination.
2. Provide a quality system that includes an outstanding facility, experienced, and qualified instructors.
3. To train and graduate students who have been prepared with the confidence and enthusiasm to enter a successful career within the esthetician industry.

The objective is for our students to...

1. Acquire knowledge of California's laws and rules regulating the industry and establishments.
2. Develop knowledge of health and safety as related to all phases of skin care.
3. Acquire the knowledge of general theory relative to estheticians, including anatomy, physiology, chemistry, electricity and theory relative to practical procedures performed.
4. Acquire the knowledge of analyzing skin prior to all services to determine any disorders.
5. Learn the procedures and terminology used in performing all esthetician services.
6. Develop knowledge on proper use of implements relative to all esthetician procedures and implements.
7. Be able to appreciate good workmanship common to estheticians.
8. Acquire business management techniques common to estheticians.
9. Possess a positive attitude towards the public and fellow workers.
10. Appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

Requirements for Satisfactory Completion of Course

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

Diploma and Graduation Requirements

Students will be awarded a diploma certifying his/her graduation after,

- Completing the required program theory hours and practical operations with a grade point average of 70% or a letter grade "C" or better.
- All tuition and fees have been paid in full.
- All students are also required to pass a final practical evaluation.

Cosmetica Beauty and Barbering Academy has the right to withhold transcripts, proof of training documents and grades for failure to meet financial obligations. The institution may assist the student in completing the necessary documents to file for the Board of Barbering and Cosmetology examination.

Licensing Requirements

Applicants must be at least 17 years of age or older, have a current and valid identification, Social Security Card or ITIN, and have completed the 10th grade or its equivalent. A Cosmetology License will be granted by the State of California only after the student has successfully passed the state examination. The examination consists of one (1) part. All candidates will be taking the National Interstate Council of Board of Barbering and Cosmetology, (NIC) written examination. Students are assisted in completing the necessary documents to file for the Examination

CURRICULUM FOR MANICURING COURSE (400 HOURS)

The curriculum for students enrolled in a manicuring course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicuring program, pursuant to Section 7316 of the Barbering and Cosmetology Act. 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:

Manicuring 400 Hours	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations
300 Hours of Technical Instruction and Practical Training in Nail Care		
Manicures and Pedicures: The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicure including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	60	60 and 180 Nails
100 Hours of Technical Instruction and Practical Training in Health and Safety		
Laws and Regulations: The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
Health and Safety Considerations: The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25	
Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.	20	10
Bacteriology, Anatomy and Physiology: The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	10	

Additional training will be given in the following subject matter

Salon management, communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, desk and reception, state exam preparation, artistic design, usage of acrylic in different colors, and other subjects relating to the Manicuring field.

Instructional Methods

The teaching methods associated with this course to promote learning are primarily interactive learner centered and student directed. The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation and job entry level skills. The equipment, implements, and products are comparable to those used in the industry. The teacher role is to guide on the side, based on the topic, questioning, problem solving, summarizing, demonstrating, and discussing. A combination of methods is often used to influence the students, including, guided practice, workshops, group activities, student salon activities, classroom presentations, guest speakers, projects and pair sharing. The course is presented through comprehensive lesson plans, which reflect effective educational methods.

Manicuring Program Goals and Objectives

Cosmetica Beauty and Barbering Academy has the primary goals to...

1. Provide a quality educational system that prepares each student to pass the State Board examination.
2. Provide a quality system that includes an outstanding facility, experienced, and qualified instructors.
3. To train and graduate students who have been prepared with the confidence and enthusiasm to enter a successful career within the Manicuring industry.

The objective is for our students to...

1. Acquire knowledge of California's laws and rules regulating the industry and establishments.

2. Develop knowledge of health and safety as related to all phases of nail care, pedicuring and artificial nails.
3. Acquire the knowledge of general theory relative to Manicuring, including anatomy, physiology, chemistry, electricity and theory relative to practical procedures performed.
4. Acquire the knowledge of analyzing the hands and feet prior to all services to determine any disorders.
5. Learn the procedures and terminology used in performing all Manicuring services.
6. Develop knowledge on proper use of implements relative to all Manicuring procedures and implements.
7. Be able to appreciate good workmanship common to Manicuring.
8. Acquire business management techniques common to Manicuring.
9. Possess a positive attitude towards the public and fellow workers.
10. Appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

Requirements for Satisfactory Completion Of Course

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

Diploma and Graduation Requirements

Students will be awarded a diploma certifying his/her graduation after,

- Completing the required program theory hours and practical operations with a grade point average of 70% or a letter grade "C" or better.
- All tuition and fees have been paid in full.
- All students are also required to pass a final practical evaluation.

Cosmetica Beauty and Barbering Academy has the right to withhold transcripts, proof of training documents and grades for failure to meet financial obligations. The institution may assist the student in completing the necessary documents to file for the Board of Barbering and Cosmetology examination.

Licensing Requirements

Applicants must be at least 17 years of age or older, have a current and valid identification, Social Security Card or ITIN, and have completed the 10th grade or its equivalent. A Cosmetology License will be granted by the State of California only after the student has successfully passed the state examination. The examination consists of one (1) part. All candidates will be taking the National Interstate Council of Board of Barbering and Cosmetology, (NIC) written examination. Students are assisted in completing the necessary documents to file for the Examination

CURRICULUM FOR BARBERING COURSE (1000 HOURS)

The curriculum for students enrolled in a barbering course shall consist of one thousand (1000) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Technical instruction and practical training shall include the following hours:

Barbering 1000 Hours	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations
200 Hours of Technical Instruction and Practical Training in Health and Safety		
<p>Health and Safety: The subject of Health and Safety shall include but is not limited to the following techniques and procedures: Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.</p>	50	
<p>Board Approved Health and Safety Course (B&P 7389(a)): The subject of Board Approved Health and Safety Course (B&P 7389(a)) shall include but is not limited to the following techniques and procedures: Instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.</p>	50	
<p>Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include but is not limited to the following techniques and procedures: Instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.</p>	50	50
400 Hours of Technical Instruction and Practical Training in Hair Dressing		
<p>Chemical Hair Services: The subject of Chemical Hair Services shall include but is not limited to the following techniques and procedures: Instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.</p>	100	100
<p>Hairstyling Services: The subject of Hairstyling Services shall include but is not limited to the following techniques and procedures: Instruction arranging, blowdrying, cleansing, curling, dressing hair analysis, shampooing, waving, and non chemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.</p>	95	105
200 Hours of Technical Instruction and Practical Training in Shaving		
<p>Shaving and Trimming of the Beard: The subject of Shaving and Trimming of the Beard shall include but is not limited to the following techniques and procedures: Instruction on preparing the clients hair for shaving, assessing the condition of the client’s skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.</p>	50	150
200 Hours of Technical Instruction in Additional Training		
<p>Additional Training: Additional training will be given in the following subject matter: Establishment Management, communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, desk and reception, introduction to teaching mythology and other subjects such as advanced haircuts, hair and beard designs, and other subjects relating to the Barbering field.</p>	200	

Instructional Methods

The teaching methods associated with this course to promote learning are primarily interactive learner centered and student directed. The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation and job entry level skills. The equipment, implements, and products are comparable to those used in the industry. The teacher role is to guide on the side, based on the topic, questioning, problem solving, summarizing, demonstrating, and discussing. A combination of methods is often used to influence the students, including, guided practice, workshops, group activities, student salon activities, classroom presentations, guest speakers, projects and pair sharing. The course is presented through comprehensive lesson plans, which reflect effective educational methods.

Barbering Program Goals and Objective

Cosmetica Beauty and Barbering Academy has the primary goals to...

1. Provide a quality educational system that prepares each student to pass the State Board examination.
2. Provide a quality system that includes an outstanding facility, experienced, and qualified instructors.
3. To train and graduate students who have been prepared with the confidence and enthusiasm to enter a successful career within the barber industry.

The objective is for our students to...

1. Acquire knowledge of California's laws and rules regulating the industry and establishments.
2. Develop knowledge of health and safety as related to all phases of hair, skin, and nails.
3. Acquire the knowledge of general theory relative to barbering, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
4. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders.
5. Learn the procedures and terminology used in performing all Barbering services.
6. Develop knowledge on proper use of implements relative to all barbering procedures and implements.
7. Be able to appreciate good workmanship common to barbering.
8. Acquire business management techniques common to barbers.
9. Possess a positive attitude towards the public and fellow workers.
10. Appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Requirements for Satisfactory Completion of Course

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

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CONSUMER INFORMATION

CIP CODES

The US Department of Education regulations as of July 1, 2011, require the academy 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.

SOC CODES

NACCAS accrediting agency policies as of July 1, 2011, require the academy to identify programs by **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/.

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.

<u>Program</u>	<u>CIP Code</u>	<u>SOC Code</u>	<u>O*Net</u>
Cosmetology	12.0401	39-5012	39-5012.00
Barbering	12.0402	39-5011	39-5011.00
Esthetician	12.0409	39-5094	39-5094.00
Manicuring	12.0410	39-5092	39-5092.00

CAREER OPPORTUNITIES IN THE FIELD OF BEAUTY CULTURE

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

Cosmetology

Hair Stylist Hair Colorist Manicurist Make-Up Artist Facial Expert
Wig and Hairpiece Specialist
Skin-Hair-Scalp Specialist
Beautician on an Ocean Liner
Instructor Educator

Barbering

Hair Stylist Hair Colorist
Wig and Hairpiece Specialist Hair-Scalp Specialist
Barber on an Ocean Liner
Instructor Educator

Esthetician

Facial Specialist
Make-Up Technician for T.V./Modeling
Agency
Make-Up Specialist Chemical Peel Specialist
Hair Removal Specialist
Facials for Doctors In The Field Of Reconstructive And Plastic Surgery
Instructor Educator

Manicuring

Manicurist Pedicurist
Nail Art Specialist
Instructor Educator

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

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

ORGANIZATIONAL CHART

OWNER/DIRECTOR/CAO MARIA TERESA VILLARREAL		
Administrator/COO/CEO Julie Landeros		Compliance Director Jose Munoz
Admissions/Placement Maria D. Hernandez		Financial and Accounting Julie Landeros
Instructors		Admissions Sheila Covarrubias
Luz Elvira Hernandez		Instructors
Victor Samaniego		Laurentina Rodriguez
Maura Rodriguez		Erick S. Alvarado
Sirahuen Maycott		Maria L. De La Mora



ADMINISTRATIVE AND EDUCATIONAL FACULTY QUALIFICATION LIST

Name		Responsibilities
María Teresa Villarreal	CEO/CAO	CEO/CAO, Primarily responsible for the administration of academic affairs including faculty supervision, development of educational programs and curriculum and the implementation of the mission, purpose and school's objectives and overall responsible for the Academy operation.
Julie Landeros	CFO/COO	As a CFO, she is primarily responsible for the overall administration of the institution, including Financial Management. As a COO, responsible for the business operation that includes finances management, personnel and contracting for goods, services or property.
Jose Munoz	Compliance Director	As a Compliance Director, he is responsible for implementation and assurance that ALL rules and regulations are followed and maintained for compliance with the City, State, Accreditation Agency and the US Department of Education.
Maria D. Hernandez	ADMISSIONS/ PLACEMENT	Admissions, Career Counseling for Students, and Placement.
Sheila N. Covarrubias	ADMISSIONS	Admissions and Career Counseling for Students.
Luz Elvira Hernández	INSTRUCTOR 22 years of experience	Cosmetology, Esthetician, and Manicuring
Laurentina Rodriguez	INSTRUCTOR 27 years of experience	Cosmetology, Esthetician and Manicuring
Sirahuen Maycott	INSTRUCTOR 26 years of experience	Manicuring and Cosmetology
Victor Samaniego	INSTRUCTOR 8 years of experience	Barbering and Cosmetology
Maura Rodríguez	INSTRUCTOR 7 years of experience	Esthetician and Cosmetology
Maria De La Mora	INSTRUCTOR 3 years of experience	Esthetician
Erick S. Alvarado	INSTRUCTOR 3 years of experience	Barbering

DIRECTIONS TO OUR INSTITUTION

Coming from Los Angeles on FWY 5 (going south) take the Lakewood Blvd. exit. When you exit make a left onto Lakewood Blvd., then on Telegraph Road make a right, drive for about 300 feet and the building is on your right-hand side

Coming from Orange County on FWY 5 (going North) Take the Lakewood Blvd. exit. When you exit make a slight right onto Lakewood Blvd., then on Telegraph Road, make a right, drive for about 300 feet and the building is on your right-hand side.

On the 605 FWY going North or South take the (West) Telegraph Road/ Slauson Ave. exit. When exit make a right onto Telegraph Road, going towards Pico Rivera, then drive for about 1 mile and the building is on your left-hand side.