

**The Salinas Beauty College catalog is updated annually or as needed:
The catalog may be seen on our Web Site under: salinasbeautycollege.edu**

Courses are taught at the school's address: 916 So. Main Street Salinas, CA 93901

Cosmetology Program's Mission And Purpose Statement

Our Mission Statement is to provide a quality education in cosmetology so our graduates are able to be employed and successful in the field of cosmetology.

Cosmetology Program's Goals and Objectives

Our goals are to train our students to pass the State Exam; instill ethical behavior including professionalism; provide up-to-date training and communication skills; and provide placement assistance. Our objectives are to prepare our graduates with the skills needed to secure and maintain employment in cosmetology.

History

Salinas Beauty College was established to provide quality cosmetology education to the Salinas and Pajaro Valleys in 1938. There has been a great deal of growth in the Valley and the cosmetology profession. We like to feel the college has contributed to both.

The College was acquired by award winning hair stylist Jim Edwards in 1971. Mr. Edwards is past president and co-founder of the local C.C.A. chapter; co-founder, Board member and Executive Director of the California Association for Schools of Cosmetology (CASC) and Board member of the Professional Beauty Federation of California.(PBFC)

Approval Disclosure Statement

The Salinas Beauty College is a private institution that was granted approval from the Bureau for Private Postsecondary Education. Approval to operate means compliance with minimum state standards as set forth in CEC and 5, CCR; and does not imply any endorsement or recommendation by the state or by the bureau. The school is not approved by an accrediting agency. Approved are courses:

Cosmetology (39.5012) 1600 hours

Institutional Approvals

State Agency Approvals

Board of Barbering and Cosmetology

Bureau for Private Postsecondary Education (BPPE)

The school is a private institution that is approved to operate by the BPPE and that approval means compliance with state standards as set forth CCE and 5 CCR. The Bureau approval means that the institution meets minimum state standards.

Grievance Procedure Policy

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to Angelica Ng, Director of Education, Head Instructor or James (Jim) Edwards, School Owner/Administrator of the Salinas Beauty College, Inc.. Students are encouraged to contact the Bureau for Private Postsecondary Education below in satisfaction is not obtained from within the school procedures. Although students of the public can file a complaint at any time; they do not need to go through school procedures first.

Unanswered questions:

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 N. Market St. Ste 225, Sacramento, CA. 95834; Web Site Address: www.bppe.ca.gov; toll free number (888) 370-7589 or by fax (916) 263-1897.

Filing a Complaint with the Bureau for Private Post Secondary Education (BPPE)

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

Required information pre-enrollment

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 prior to signing an enrollment agreement. The School Performance Fact Sheet requires your signature and initials, once completed, the form will be retained by the school in your student folder.

California statute requires that a student, who successfully completes a course of study, passes the final exams and pays all fees, will be awarded an appropriate certificate verifying the fact.

Statement of Non-Discrimination

SBC does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, area of origin or residence in its admissions, staffing, instruction, and/or graduation policies.

Americans with Disabilities Act (ADA)

The school is set up for wheelchairs including one of the restrooms. SBC does not offer special services to students with intellectual disabilities, however we work closely with the local school district (ROP and Adult Ed.) to evaluate such students.

Administrative Business Hours

Tuesday through Saturday from 8:30 am to 5:00 pm.

Financial Status

The Salinas Beauty College does not have a pending petition in bankruptcy, nor operates as a debtor in possession, nor filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against in within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Admissions

Tuesday through Friday from 8:30 am to 2:30 pm.

Institutional Effectiveness

The SBC has trained more working cosmetologists in Monterey County than any other school. We historically have maintained a high pass rate for licensing exams in California. As per the BPPE Annual Report in 2018: We enrolled 25; Awarded 22 Diplomas; the completion rate was 91% and 91% graduated in 150% of the designated time. In 2018 20 took the licensing exam and 17 passed and 3 failed with a 85% pass rate. Our placement rate of 85%; 15 were employed more than 32 hours weekly and 2 were employed less than 32 hours per week.

Institution’s General Facilities

The College on 916 So. Main Street in Salinas, CA. All class sessions are held at this location. There is easy access with the use of public and private transportation and unlimited parking. The College has approximately 3500 square feet downstairs and 900 square feet on the mezzanine floor. There are 20 student/patron styling and

practice stations, facial area, dispensary, 3 theory classrooms, student lounge, and a library. The college staff and equipment can accommodate 85 adult cosmetology students. Also, we provide the additional equipment the Board of Barbering and Cosmetology mandates. This includes special Hair, Facial and Nail equipment that normal students wouldn't be able to afford. The Board Exam presently requires some applications on the Practical Exam and we provide the necessary equipment to train for those portions. Examples would be special curling irons that require a heating device and electrical devices for electrical facials.

Health, Compensation and Physical Considerations

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

According to the U.S. Bureau of Labor Statistics the Median hourly rate in the U.S. is \$ 10.94 per hour – the lowest is \$ 7.86 per hour and the highest is \$ 19.97 per hour. An experienced Cosmetologist can earn several thousand dollars per month in California. Compensation is primarily based on performance therefore salary range is determined by the level of productivity of the professional.

Scholarships

The SBC offers \$ 1,000.00 scholarships to graduating high school students. Each high school Career Center has the applications available.

Administration

The College is a corporation and James (Jim) Edwards is president.

Staff and Faculty Qualifications

Faculty members are chosen for their experience and expertise as teachers of cosmetology. Their training includes teaching methods and systems as well as specialized courses in cosmetology and hair styling on both a practical and collegiate level. Faculty members must have a minimum of three years of experience.

Organization Chart -- in order of authority

James (Jim) Edwards --- School Owner/Administrator--- B.S., M.B.A. and a Standard Designated Teaching Credential. Also, he worked as a salon stylist for over 30 years. Additionally, he taught in the Army Reserves for 5 years.

Angelica Ng –Director of Education and Head Instructor -- A.A. degree with experience in all phases of Cosmetology – Oversees all training and the State Exam. Also, she has worked as a salon stylist for over 20 years. She has attended many of the Milady classes in person and on-line. Angelica worked with the state exam people when translating the exam into Spanish. She also taught Make-Up at the local college.

Note: Since the pandemic we do not have many students attending and as such, Jim and Angelica are teaching as well as their other jobs. We are hiring a teacher trainee as soon as we get a few more students. Presently, we only have 18 or 19 students who have returned to school.

Membership

The administration and faculty are active in the professional associations, including:

- Professional Beauty Federation of California (PBFC)
- California Association for Schools of Cosmetology (CASC)
- American Association of Cosmetology Schools (AACS)

Vaccination Policy

We don't currently have a vaccination policy, but we encourage healthy lifestyles. Additionally, we are strongly recommending the covid-19 vaccination for all students and staff.

Orientation Day Class

The SBC orientation consists of: explaining the course of study, the state licensing process/requirements, pass rates, placement rates, compensation, physical demands, safety requirements, program costs and payment plans. It is held every month on the first Tuesday (unless a holiday) then it is held the second Tuesday of every month.

The student may start the following Tuesday following his/her attendance on Orientation Day.

Note: It is necessary for prospective enrollees to visit the physical facilities of the school and attend our "Orientation Day" for which students may get acquainted with staff members prior to enrolling or signing enrollment agreements.

Language usage: Part of the Enrollment process is Angelica Ng helps the students with the paperwork and discusses the program. Milady Publishing prints in several languages including Spanish. Also, the state test is given in Spanish and we have practice state board tests in English and Spanish.

School Calendar and Holidays Observed

The school is closed Sunday and Monday and the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and following Friday and Saturday, Christmas Day, and approximately the last two weeks of every year. A special holiday may be declared for special or emergency reasons. Holy Days of all religious beliefs are respected and allowed. In the event of an unexpected closure due to unusual circumstances each staff member will be responsible for notifying a specified number of the students as to the date of the re-opening or the location of the school where they will be placed.

Authorization to release information (FERPA) Note: FERPA must be requested as needed for each situation.

Students have the right to gain access to their records according to the school's Access to Files Policy. Students also have a right to authorize certain individuals/organizations to gain access to certain information in the student files. If he/she is a dependent student, he/she is not authorized to review the financial records provided by the parents. If the student is 18 years of age or older, the parent(s) do not automatically have authorization to review or discuss with school officials any and all information related to my schooling.

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

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the

right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): The record of the request and disclosure must identify the parties who requested the information and their legitimate interest in the information.

This record must be maintained in the student's file as long as the educational records themselves are kept.

For instance, if Department officials request student records include it in each student's file, a statement such as the following would be appropriate for a review of the FSA programs conducted by a Department regional office.

These financial aid records were disclosed to representatives of the U.S. Department of Education, School Participation Team, Region _____, on _____ (Mo/Day/Year) to determine compliance with financial aid requirements, under 34 CFR Part 99.31(a)(4).

When re-disclosure is anticipated, the additional parties to whom the information will be disclosed must be included in the record of the original disclosure. For instance, to continue the example for an FSA program review, the following statement might be added:

The School Eligibility Channel may make further disclosures of this information to the Department's Office of Inspector General, and to the U.S. Department of Justice, under 34 CFR 99.33(b). Schools should check with the program review staff to find out if any re-disclosure is anticipated.

Data released to other non consent applicable agency, must also be documented:

(FERPA) Disclosure and Retention of Student Education Records

- Adult students, parents of minor students and parents of tax dependent students have the right to inspect, review and challenge information contained in their institution's records. However, a staff member must be present during the process.

- School officials with legitimate educational interest;
Other schools to which a student is transferring;
in the course of a program review, the school must document in each student's file that the student's records were disclosed to representatives of the Department. The easiest way for the school to do this is to photocopy a statement to this effect and i
Specified officials for audit or evaluation purposes;
Appropriate parties in connection with financial aid to a student;
Organizations conducting certain studies for or on behalf of the school;
Accrediting organizations;
To comply with a judicial order or lawfully issued subpoena;
Appropriate officials in cases of health and safety emergencies; and
State and local authorities, within a juvenile justice system, pursuant to specific State law.
Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual

means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

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

Or you may contact us at the following address:

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

Exception to FERPA's General Consent Requirement

Documenting the disclosure of information

provide clarification and/or answers to related questions raised during the review of the student's file. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that are maintained by the institution. SBC will keep these records for five (5) years from the last day of attendance. After that period, all records are destroyed. The students are not entitled to inspect financial records of their parents. Written consent from the student, and/or parent is required before any educational records may be disclosed to any party, with the exception of accrediting commissions or governmental agencies, so authorized by law.

In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the Salinas Beauty College shall maintain at its principal place of business at 916 So. Main Street, Salinas, CA., for a period of 5 years, for each student granted a degree or certificate by the institution, permanent records of all of the following:

- (1) The degree or certificate granted and the date on which that degree or certificate was granted.
- (2) The courses and units on which the certificate or degree was based.
- (3) The grades earned by the student in each of those courses.

Student Records

We keep the students' current records in fire retarded files in the administration office for two years and for three to five years in the front storage room – in fire retarded files.

Conduct Policy

Each student on applying to the school for enrollment (on Orientation Day), is supplied with the Student Rules of the School. The rules are posted on the bulletin board of the school. The school reserves the right to terminate anyone whose conduct interferes with the effectiveness of the school.

Drug Abuse Prevention Program

The college strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with SBC who is seeking information, counseling, or assistance concerning Drug Abuse

Please see page 30 Rules and Regulation for our zero tolerance policy.

DRUG & ALCOHOL ABUSE POLICY STATEMENT

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol

abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW.
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol. This institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the agency every two years. A log of incidences and disciplinary actions is kept by the institutions.

Prevention may call or visit one of the following agencies:

Door to Hope	130 Church St. Salinas	422-6226
Sun Street Center	9 Sun St. Salinas	753-5145
Sunrise House	106 Lincoln Ave. Salinas	758-3302

Tardiness Policy

There is a 15 minute grace period allowed for students late to a scheduled theory class. If the class is the first thing in the morning (9:00 a.m.) the student cannot clock in or come to class after the 15 minute period, but may stay in the school (if quiet) and clock in after class.

Housing Policy

The Salinas Beauty College does not provide housing or dormitory accommodations. Also, we do not have the responsible to find/provide housing for students. However, a small apartment (studio) can be rented in the near-by area for \$ 500.00 to \$ 1000.00 per month. A room with bath and kitchen privileges may be rented for \$ 500.00 per month.

Admission Policy

The Salinas Beauty College has not entered into an articulation or transfer agreement with another school. The School admits as regular students any person 16 years or older; we do not discriminate in our employment, admission, instruction or graduation policies on the basis of sex, age (except the 18 year old minimum age), race, color, religion or ethnic origin, nor does it recruit students who are attending another cosmetology school. The school encourages students to review the catalog and School Performance Fact Sheet prior to signing an enrollment agreement. The school requires that each student enrolling in the cosmetology program must:

Complete an enrollment application.

Copy of his/her social security card

Pass a written and subjective evaluation.

Provide a copy of his/her picture ID

Language proficiency information, A high school diploma or a 10th grade reading level is required.

Ability to Benefit tests: Currently we do not accept ABT, however we work with the Salinas Adult School to provide the GED tests.

Brush-Up Students

All Brush Up Students must be evaluated -- the cost is \$ 100.00 and will be arranged by appointment. At that time the Salinas Beauty College will determine the length and depth of the needed coursework and will be placed at the designated level in our regular Cosmetology Course. The student will be expected to pay at the rate of a regular student, less the equipment and books already owned. We do not have a special course for Brush-Up Students.

Returnees from the Salinas Beauty College or Transfers from another School

1. If the student has not been in school for over five (5) years, it is necessary to complete the total course.
2. If the student has not been in school for over a year, but less than five (5) years, if he/she wishes to keep his/her hours, he/she must be evaluated. The student will be expected to pay at the rate of a regular student, less the equipment and books already owned and are updated. No student will be enrolled for less than 400 hours.
3. If the student has been Withdrawn for one reason or another within the past year, unless she is terminated for conduct reasons, he/she shall refer to # 2. In any case, no student will be enrolled for less than 400 hours.

4. If the student has completed 1600 hours within the last year, but **has not** completed the Exit Exams or owes the school money and wishes to sit for the exam, we will **not** send the State Board Exam Application or the Proof of Training. The student may come back, **free of charge**, for one month during which time he/she must sit for the Exit Exams; if he/she passes the exams and all fees have been paid or arrangements have been made for payment, we will forward the Proof of Training and Application to the State Board of Barbering and Cosmetology.

5. **Credit Evaluations:**

Appropriate credit will be granted for prior training or experience upon review and evaluation of its validity by school officials and the Board of Barbering and Cosmetology. This evaluation is done by a third party chosen by the Board of Cosmetology and cannot be appealed. However, we will advocate on behalf of the student if they wish to appeal. Jim knows most of the players and has on several occasions been able to help the students.

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS

EARNED AT OUR INSTITUTION:” The transferability of credits you earn at the **Salinas Beauty College** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the cosmetology program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Salinas Beauty College to determine if your credits or certificate will transfer.

Academic Transcripts

The transferability of credits you earn at the Salinas Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the clock hours, operations, exams or certificate of completion you earn in our school’s educational program is also at the discretion of said institution. You may be required to repeat some or all of your coursework at that institution so you should make certain that your attendance at this institution will meet your educational goals. However, the State Board of Cosmetology accepts the transcripts from our school and uses the Proof of Training document to do so. Student records on graduates and terminations are maintained for a period of five (5) years at the principal business location.

Note: We have not entered into an Articulation or Transfer agreement with any other college or university.

State Licensing Requirements

Graduates may be licensed as a cosmetologist if they are 17 years of age, have the equivalent of a 10th grade education, and pass the State Exam.

Note: it is necessary to have a state license in order to obtain employment. Also, social skills are a necessity for success in the beauty industry.

Out of Country Students

We take those Out of Country students who will benefit from our training. Those with language problems we would be unable to help unless they bring a translator. We do not handle any visa problems and will only work with those who have cleared through the BBC. The BBC has a method for verifying experience and training in other countries. And, will grant hours accordingly.

Other Languages

We teach in English, however many of our students speak Spanish as a first language. Salinas is a bilingual community and most businesses and schools accommodate the language barriers.

The institution's standards for student achievement

Attendance Status

A full-time student attending a clock hour program is expected to complete 900 clock hours in a period not less than 30 instructional weeks attending at least of 24 clock hours per week

A half-time or less than half time enrollment is calculated based on the student work load in a payment period – calculated on a 20 hour week the period should not exceed 45 weeks.

Credit Evaluation

College officials will grant appropriate credit for prior training or experience upon review and verification of its validity. The evaluation is actually done by the Board of Barbering and Cosmetology (BBC) through a third party. The Board then sends the students to us and we charge accordingly at \$ 8.00 per hour tuition. We actually evaluate the students and adjust if the student requires more hours – typically they don't.

Student Status: A full-time student can enroll to complete the course in as little as 44 weeks or as a part-time student in as long as 88 weeks.

Attendance Policy, Tardy and Make-up Policies

Attendance must be maintained at an average of 67 percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement. An absence may be excused by calling-in the same day prior to the beginning of class. Students are required to make-up for the lessons, and exams missed due to absenteeism. If the student is absent during three (3) consecutive weeks, the school will withdraw him/her. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand. We presently do not charge for absences, but do charge (at our given rate - \$ 8.00 per hour) for an over-extended course of study and all absences must be made up.

REINSTATEMENT: A student that remains enrolled and is determined as making satisfactory progress at the end of a subsequent payment period under ineligible status, would be reinstated as eligible for Federal funds only for that payment period and for the subsequent payment periods.

Withdrawing from school – Policies and procedures

To withdraw from your course of study, you must request it in writing and present it the school financial aid office. This is the only office authorized to accept your request to withdraw from the course of study. Once the request is received, the registrar office will be informed to obtain your most recent academic information, the financial aid office will review your file for completeness and the fiscal office will review your account balance.

RE-ENTERING:

Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

Re-Entry Policy

All students who withdraw in good standing may re-enter into the course of study without the loss of credit for prior hours and projects earned during the prior enrollment. If the student transferred to other institution before returning to **SBC**, those hours and projects earned at that institution may also be

credited to the student for the new re-enrollment. Each re-entry is treated on an individual basis. **SBC** reserves the right to reject students that had withdrawn from **SBC** twice before

Class and Practice Hours

The students clock in on a time clock, go to lunch, come back from lunch and at the end of the day.. Students are allowed up to seven (7) minutes to sign-in and receive credit for the full quarter (1/4) hour. Students receive credit for task/operation/project completed after each action is verified by an instructor.

Accreditation: The SBC is not accredited, but is approved by the Board of Barbering and Cosmetology and Bureau for Private Postsecondary Education; (approval by the bureau means compliance with state standards as set forth in the CEC and 5, CCR) and as such, is able to have its students tested for state licenses. **SBC does not participate in state financial aid programs, however we do have Monterey County student aid programs our students are able to access which are likely funded by the state.**

Leave of Absence

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence. Leaves of Absence may be granted for up to 180 days. Students should not request a Leave of Absence unless there is an absolute need to be off school for a period of more than 20 days but less than 180 days.

The Leave of Absence will extend the student’s contract period and maximum timeframe by the number of days in the Leave of Absence. Students on an approved leave of absence or re-entering will re-enter making the same satisfactory progress as when he/she left.

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the attendance and academic progress of the student. Students must maintain a “C” (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade Point
90 - 100%	A	Excellent	4.00
80 - 89%	B	Above Average	3.00
70 - 79%	C	Average	2.00
60 – 69%	D	Below Average	1.00
59% or below	F	Fail	0.00

The Evaluation Periods will be 450, 900, 1250 and 1600 hours. (These periods are based on the 1600 hour course and will change with the new 1000 hour course when it is approved.) Students must maintain a C average for successful progression and graduation. Students finding difficulty in maintaining satisfactory progress will be put on Warning Status.

Probation

Students failing to meet minimum progress requirements will be placed on probation with the opportunity to meet requirements for the next evaluation period. At the end of the probation period, the

student's progress will be re-evaluated. If the student is meeting minimum requirements, he/she will be determined as making satisfactory progress. If the student fails to meet satisfactory progress he/she will be suspended. If when he/she returns and does not make satisfactory progress he/she will be terminated.

Reestablishment of Status

A student determined NOT to be making Satisfactory Progress may re-establish Satisfactory Progress by:

1. Making up missed tests and assignments and increasing cumulative grade point average to 70% and
2. Increasing cumulative attendance to 67%

If at the end of a payment period the student fails to maintain a passing grade point average or failed to successfully complete the clock hours, semester/trimester or quarter credit hours percentage required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, as published, the student would be placed in a financial aid warning SAP status. The student will be eligible for financial aid funds for one subsequent payment period.

Withdrawals/Course Incomplete

Any student who withdraws from his/her contracted course or fails to complete his/her training will have notice placed in his/her student file as to progress at point of withdrawal and if unofficial will have a 14 day time period to Re-enter.

Repetition

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry.

Non-credit remedial courses have no effect upon a student's satisfactory progress status in this school.

Training Levels for 1600 hour course

Freshman --- Level I

A minimum of 200 hours is devoted to the basics and fundamentals of cosmetology. Classes for theory and application are conducted daily for eight weeks. Students are shown the skills and the intricacies are explained; then the student practices and is evaluated. In order to progress to the Sophomore level, the student must: complete a minimum of 200 hours, complete the Criteria Card, and pass the 200 hour incremental tests.

Sophomore --- Level II

A minimum of 200 hours is designated for the student to practice on (paying) clients and to begin developing "people skills" along with practical (technical) skills. In order to progress to the Junior level, the student must complete the Criteria Card and pass the 450 hour incremental tests.

Junior --- Level III There are no hourly requirements to graduate to the Senior level. But another Criteria/Report Card must be completed and the 900 hour incremental tests must be passed before progressing to the Senior level.

Senior --- Level IV

The third and last level is completed at 1600 hours for the cosmetologist. In order for the Senior student to obtain a diploma he/she must complete the Senior Criteria/Report Card and pass the 1350 incremental tests and simulated state exam tests coupled with the practical exams. The Senior students are expected to perform with little supervision, pursue the exam process, and prepare for job placement (including resume writing and interviews).

Cosmetology Program 1600 Hours DOT # 332271010 # 39.5012

This career oriented educational program is designed for men and women who are interested in a professional position in the world of beauty and fashion. The graduating student may work for someone, rent a booth, or go into business for him/herself. Teaching methods blend and balance in-depth study, research, practical training, and experience in the skills and knowledge of beauty and cosmetology.

Objective

This program is designed to produce a graduate with job-level skills able to qualify for and obtain the initial license as a professional Cosmetologist. Studies include theory and practical instruction in all phases of Cosmetology including: haircutting, hair styling, hair coloring, permanent waving, facials and manicuring.

Classroom Procedures

This course is constructed in training segments based on areas of required study and hours required as prescribed by the Board of Barbering and Cosmetology. Individuals with prior hours recognized by the Board and transferring from a BPPE approved school may complete the course provided that they can demonstrate the appropriate educational background necessary to successfully complete the criteria.

Curriculum for Cosmetology Course as mandated by the California State Board of Cosmetology

(a) The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) 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.

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

(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):

The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

Hair Coloring and Bleaching (60 hours Technical Instruction and 50 Practical Operations):

The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers

Hair Cutting (20 hour Technical Instruction and 80 Practical Operations): The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

(2) 200 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

Laws and Regulations (20 Hours of Technical Instruction):

The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations (45 Hours of Technical Instruction):

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.

Disinfection and Sanitation (20 Hours of Technical Instruction):

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology (15 Hours of Technical Instruction):

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

(3) 200 Hours of Technical Instruction and Practical Training in Esthetics

The required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Manual, Electrical and Chemical Facials 25 Hours of Technical Instruction and 40 Practical Operations):

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.

Eyebrow Beautification and Make-up (25 hours Technical Instruction and 30 Practical Operations):

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.

(4) 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring

The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject-matter as follows:

Manicuring and Pedicuring (10 hours Technical Instruction and 25 Practical Operations):

The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

Artificial Nails and Wraps (25 hours Technical Instruction and 120 (nails) Practical Operations):

Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs

The California State Board recommends that schools provide training in the area of communication skills, professional ethics, salesmanship, decorum, record keeping, compensation, payroll deductions, *state licensing, fundamental business practices and client service records.* *The Salinas Beauty College* follows the recommendation.

1000 Hour Course: We are developing a 1000 hour course for cosmetology; and when it is approved by the Board of Barbering & Cosmetology and the Bureau for Private Post Education we will be able to offer it. There are problems with the new course in that some of the classes are mandated to be much shorter and it will be difficult to prepare the students for the state test and job training with the shortened classes. Some of the problems are as follows: health and safety (100 hours less), disinfection and sanitation (80 hours more), chemical hair services (55 hours less), hair styling (205 hours less), skin care (50 hours less), hair removal and eye brow beautification (5 hours less), manicuring and artificial nails (same, but fewer operations). Anatomy and physiology are not included in the new criteria, but could be integrated in other classes. They all have fewer hours than the 1600 hour course; which exceeds the minimum requirements for state licensure, in addition we will have to leave out others, such as some of the business classes and classes that are designed to help the new stylists become successful, like communication and customer relations.

Classroom Procedures

This course is constructed in training segments based on areas of required study and hours required as prescribed by the Board of Barbering and Cosmetology. Individuals with prior hours recognized by the Board transferring from an accredited school may complete the course at a reduced, provided that they can demonstrate the appropriate educational background necessary to successfully complete the studies.

TEACHING METHODS

Courses are taught by: lectures, discussions, demonstrations, audio/visual presentations, guest artists, salon visits, practical and theory testing, lab and clinic work.

Graduation Requirements and Awards

When a student has completed the required hours for the specific course and has satisfied the course requirements, passed the exit exams (baby boards) and all fees are paid in full the student may graduate; he/she will receive a certificate and be eligible to take the State Board Examination.

US Constitution Day

The Salinas Beauty College requires all students to receive information on the US Constitution every September 17th. If the 17th does not fall on a school day, the information will be given on the school day proceeding the 17th of September.

Placement (Employment Assistance)

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

In the event the student does not have a job upon completion of the course -- we provide assistance. A list of all the Salons in Monterey County (along with the present managers' and owners' names) that have reflected an employee need is available for the students.

Student Services and Library

We provide counseling services on: job placement, personal problems, financial issues, learning disabilities and career opportunities. Also, the Director of Education's office contains most books pertaining to the cosmetology industry – which may be checked out. To do so the student must check them out with Angelica, the Director of Education, by asking about the book and if it is a book that may be difficult to replace the transaction will be limited, otherwise the student may check it out for a couple of days.

Uniform Policy

Uniform is either a black or white lab coat; or a black apron over black &/or white street clothes. Any student arriving at the College without the proper uniform is subject to being placed on probation and eventual suspension or termination.

STUDENT'S RIGHT TO CANCEL:

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later. The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, 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: After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (including absences), there will be no refund to the student. A registration fee of \$ 250.00 is a non-refundable item. The STRF fee is also non refundable. 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 cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

Refund Policy: The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If a student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

Our program is measured in clock hours, and as such, unofficial withdrawals will be monitored and determined by our institution at the times it normally monitors attendance, but a minimum of once a month (30 days).

If a student on an approved leave of absence notifies the school that he or she will not be returning, the date of withdrawal shall be the earlier of the date of expiration, of the leave of absence or the date the student notifies the institution that the student will not be returning.

When situations of mitigating circumstances are in evidence, the school has a policy wherein the refund to the student may exceed the refund guideline.

Note: The Salinas Beauty College does not provide for federal funds, we work through the Monterey County for the students' extra funding.

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

The transferability of credits you earn at the Salinas Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or transferable hours you earn in Cosmetology is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or transferable hours that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 the Salinas Beauty College to determine if your certificate or transferable hours will transfer.

“The State of California established the **Student Tuition Recovery Fund (STRF)** to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not

required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

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

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

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

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

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

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

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

Bureau for Private Postsecondary Education (BPPE)
 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
 P.O. Box 980818 West Sacramento, CA 95798-0818
 (888) 370-7589 (916) 574 8900

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

California Board of Barbering & Cosmetology (BBC)
 2420 Del Paso Road, Suite 100
 Sacramento, CA 95834
 Phone (916) 575-7101 Fax (916) 575-7281

Tuition and Fee Schedule

Tuition and Fees

Registration Fee (Non-Refundable)	\$ 250.00
Tuition = \$ 8.00 per hour X 1600 hours	\$ 12,800.00
Basic Equipment (Including books & kit)	\$ 685.00
Total Cost of Program	<u>\$ 13,735.00</u>

Books and Cosmetology Equipment

Basic Equipment/Kit Total = \$ 275.00

1 Case	2 Brushes
1 Shampoo Cape	1 Tint Comb
1 Box Double-Prong Clips	1 Hair Shaper
5 Duckbill Clips	5 Styling Combs
1 Regular Scissors	5 Rattail Combs
1 Pair Thinning Shears	Perm Rods (6 doz)
2 Pair Rubber Gloves	1 Dye Brush
1 Tint Bottle	1 Vent Brush
1 Round Styling Brush	1 Comb-Out Cape
1 Water Applicator	1 Hair Color Bowl
1 Basic Acrylic Nail Kit	1 Basic Manicure Kit
1 Manicure Bowl	2 Mannequins with 1 Holder
Rollers (6 doz)	1 Black Lab Coat

Book Package Total = \$ 410.00

1 Theory Manual (Milady) ISBN: 1-4180-4936-0	<u>\$ 123.00</u>	1 Work Book (Milady) ISBN: 1-4180-4941-7	<u>\$ 53.00</u>
1 Exam Review ISBN: 1-4180-4943-3	<u>\$ 36.00</u>	1 Milady CD Rohm ISBN: 1-4180-4945-X	<u>\$ 102.00</u>
1 The Beauty Business Book -- Jim Edwards 1995	<u>\$ 67.00</u>		
1 AceN the Test Jim Edwards 2005	<u>\$ 30.00</u>		

(Note: The Beauty Business Book and AceN the Test were self published and copyrighted with the Library of Congress.)

The Professional level kit package includes: Total = \$ 945.00

Blow Dryer	Curling Iron 3/4"	Electrical Clippers	Electrical Trimmer
Feather Razor	Curling Iron 1/2"	CHI Pressing Iron	Professional Scissor Package

Note: With Professional level of equipment the cost is: \$ 14,680.00 plus STRF -- approximately \$ 37.50 Total Charges = \$ 14,680.00 + \$ 37.50 = \$ 14, 717.50 This is for the 1600 hour course which will disappear and the 1000 hour course will take its place the estimated total charges is \$ 9,905.00 including the STRF charges. Note: The students are allowed to buy their equipment elsewhere and as such their total charges is different.

The STRF charges changed April 1, 2022, they are now \$ 2.50 per \$ 1,000.00 of institutional charges, rounded to the nearest thousand dollars. Please note that the total charges is also the same as the schedule of total charges for a period of attendance. Note: The SBC does not provide a course in Skin Care or Manicuring (Nail Care) at this time so the tools that are required in the Cosmetology Course for those subjects only needed for that part of the course that is required in the Cosmetology Course.

Tuition and Fees Policies

Institutional charges for the tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books and supplies for the entire course will be assessed and posted in the students tuition account within the first payment period. Subsequent charges will be posted as needed.

Method of Payment

We have an in-house payment plan for the remainder of costs and some costs may be paid after the student has graduated. No interest will be charged until after the designated completion time. Many students qualify for One Stop grants, but must have applied for such prior to starting beauty school.

Extra Instructional Charges

If a student exceeds the Completion Date on his/her Enrollment Contract or if additional instruction is needed, it will be necessary to pay for the remaining or additional hours at the current \$ 8.00 per hour rate. In the event the student decides to drop the course he/she will not be able to keep the completed hours until all monies are paid, and all remaining fees (after a Refund Calculation is initiated) are owed.

Note: In the event the student drops from the course the following will be owed by the student:

- Tuition is prorated up to 60%
- Registration fee is non refundable
- Books and Supplies are non refundable

Loans: ‘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.’”

Cost Of Attendance

This institution uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION**. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below.

Elements included in the budget:	Tuition	\$ 12,800.00
	Registration Fee	250.00
	Books and supplies	685.00

Living cost allowance (monthly figures):

	Student Living with parents	Student living off campus
Room and board	\$4,599	\$11,493

Transportation	1,134	1,278
Personal/misc.	3,132	2,781

(The cost of uniforms is included in the personal allowance or included in the school Books and supplies)

The **SELF-HELP CONCEPT** lists types of financial assistance in the following order:
 Family contributions

WITHDRAWALS: Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

Salinas Beauty College Year Ending 2013	Student Right to Know			Federal Disclosure		
Student Right-To- Know-Rates	Men	Women	Total	Rate		
1a Initial Cohort	2	32	34	---		
1c Allowable Exclusions	0	0	0	---		
1e Final Cohort	2	34	34	---		
2a Completers	2	17	19	89%		
3a Transfer-out Students	0	0	0	0		
4 Completion or Graduation Rate	2	17	19	89.00%		
5 Transfer-Out Rate	0	0	---	0.00%		
6 Retention rate (Based on IPEDS Fall Enrollment Report- Part E)	---	---	---	89.00%		
7 Placement rate (disclose any placement rate calculated)	---	---	---	---		
Line 2a above breaks down into this:						
	Full-time undergraduate Data:					
Ethnicity	Pell Recipients		Subsidized loan recipients without Pell		Neither of the aid programs	
	Male	Female	Male	Female	Male	Female
Non Resident Alien	0	0	0	0	0	0
Hispanic/Latinos	2	26	0	0	0	3
American Indian or Alaska Native	0	0	0	0	0	0

Asian	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	0	1	0	0	0	2
Two or More Races	0	0	0	0	0	0
Race and Ethnicity Unknown	0	0	0	0	0	0

State Exam Costs

There are costs for taking the California State Exam. Aside from state fees there are costs for room and food. We calculate the total to be around \$ 400.00.

Schedule

The school is open Tuesday through Saturday from 8:30 AM to 5:00 PM
Freshman Typical Daily Program

Tuesday:

8:30- 9:00	Work Shop
9:00-10:30	Theory
10:45- 12:00	Scalp Treatment
12:30- 3:00	Manicuring
3:00- 4:00	Theory
4:00 - 4:30	Clean-up and Record Keeping

Wednesday:

8:30- 9:00	Work Shop
9:00- 10:30	Theory
10:30- 12:00	Hair Shaping practice
12:00- 12:30	Lunch
12:30- 3:00	Curl construction practice
3:00- 4:00	Theory
4:00 - 4:30	Clean-Up and Record Keeping

Thursday:

8:30- 9:00	Work Shop
9:00- 10:30	Theory
10:30- 12:00	Facial practice
12:00- 12:30	Lunch
12:30- 3:00	Hair Cutting practice
3:00- 4:00	Theory
4:00 - 4:30	Clean-Up and Record Keeping

Friday:

8:30-12:00	Curl Construction practice
12:00-12:30	Lunch
12:30- 4:00	Cold Waving theory & practice

4:00 - 4:30 Clean-Up and Record Keeping

Saturday:

8:30-12:00 Free & Card Work
12:00-12:30 Lunch
12:30- 4:00 Free & Card Work
4:00 - 4:30 Clean-Up and Record Keeping

Sophomore/Junior/Senior Typical Daily Program:

Tuesday through Thursday:

8:30 - 9:30 Work Shop
9:00- 10:30 Theory
10:30 -11:30 Practical Clinic Workshop
11:30 - 1:00 Staggered 1/2 hour Lunch
1:00 - 4:00 Practical Clinic Workshop
4:00 – 4:30 Clean-Up and Record Keeping

Students are given breaks at class intervals.

Students are allowed to have services performed on them or provide them for friends and family on Tuesdays and Wednesdays from 11:00 to 4:30 at discounted student prices. Freshmen students may perform free services on Saturdays. Extenuating circumstances such as the Prom, a Wedding or other Major event may allow for other times IF approved (in writing) in ADVANCE. At no time will the students be allowed to give or receive services during class time.

Career Counseling

The school counsels the students individually as often as necessary. Counseling takes place in monitoring the student progress as scheduled for the period of enrollment. Prospective employers are invited to the school regularly to give demonstrations and discuss career goals with the students. This process supplements the daily counseling carried out by the instructors.

English-as-a-Second Language of Instruction

We do not offer English-as-a-Second Language.

Cosmetology Potential

Cosmetology: The cosmetologist may work in a salon as a: Hair Stylist, Manicurist, Cosmetician (Esthetician), Perm Technician, Hair Color Technician, Scalp and Hair Specialist, Make-Up Artist, Shop Manager, Salon Owner or Concessionaire, or Salon Supervisor.

Student Rules

1. Regular hours are from 8:30 A.M. to 5:00 P.M., Tuesday through Saturday.
2. All students shall report to school in a uniform and dressed appropriately. Uniform is either a black or white lab coat; or a black apron over black &/or white street clothes. Any student arriving at the College without the proper uniform is subject to being placed on probation and eventual suspension or termination.
3. Students shall come to school looking professional. Class time shall not be spent combing one's hair or applying make-up.

4. Students are to take lunch between 11:30 and 1:00. Students may wait on another student for lunch if approved by an instructor. Eating, drinking, or gum chewing is allowed only in the lunch area and students must clean up after themselves when finished having lunch. All-day students must check out for lunch 30 minutes each day. If a student fails to check out for lunch, 30 minutes will be deducted from his/her time ticket. State law prohibits any student from attending over six hours without a lunch period.
5. No one is allowed behind the reception desk, in the office, or in the supply areas unless authorized.
6. No personal phone calls are permitted during class time. The receptionist may take a message for students in an emergency. Students should advise friends and family of the school policy. **Cell phones must be turned off or put on vibrate during class.**
7. Students must clean their stations after each service. Hair must be swept immediately after haircuts are completed. The students are responsible for the cleanliness of their work areas and assigned clean-up areas. Unkempt work areas or non-participation in "clean up" can result in the student receiving a "Student Compliance Slip" which can result in Suspension and/or Termination.
8. All appointments must be made by the receptionist and no appointments are to be made by the student, unless O.K.'d by the Clinic Instructor. Additional materials for services must be paid for and approved by an instructor. Also, a service work slip must be visible during all services. Except for extenuating circumstances, students must take all appointments assigned to them.
9. Students are allowed to have services performed on them on Tuesdays, Wednesdays, Thursdays and Saturdays from 1:00 to 4:30 with the Clinic/salon Instructor's permission. **An exception would be if Evaluations and/or Testing are given during those time frames. At no time will the students be allowed to give or receive services during class time.** An Approval ticket (filled out with the student's name, the service and price and with and instructor's initial) is mandatory and all fees paid in advance with no exception. **Note: No chemical products may be used in the school that hasn't been dispensed from our Instructors.** There is no charge for services that require no chemicals, such as hair cuts and styling. The charge for all chemical services such as perms and/or colors is ½ of the posted price list at the Reception Desk.
10. **Each student is responsible for clocking in and out daily. If a student does not clock in he/she is considered absent.**
11. Students must not leave the school during the regular hours without permission from an instructor and must check out on the time clock.
12. Students must maintain the attendance schedule they committed to when enrolling. In the event there is a problem, it should be discussed with the Education Director or Director; otherwise the student may be suspended or terminated until such a time the schedule can be attained.
13. Each student has the privilege to discuss (with the school Director or Education Director) any school or personal problems that may affect his/her program.
14. All students are required to perform fifteen (15) minutes of clean-up duty daily. **Any student who consistently refuses to do clean-up will be dropped from the program.**
15. There is a 15 minute grace period allowed for students late to a scheduled theory class. If the class is the first thing in the morning (9:00 a.m.) the student cannot clock in or come to class after the 15 minute period, but may stay in the school (if quiet) and clock in after class.
16. **It is mandatory that all students attend theory classes at 9:00 including part-time students.**
17. Students are required to take clients in the clinic/salon.

18. Excused absences are acceptable and the time may be made-up, however continued absences of any type will indicate the student will not be available for work when finished with the course; and as such continuation of the course will be discussed.

CONDUCT POLICY RELATING TO DISMISSAL

- a. Continued tardiness interrupting theory classes as well as continued tardiness with clinic clients.
- b. Rudeness of students to fellow classmates, faculty, and the public.
- c. Taking Drugs or Drinking while attending school
- d. Continued inappropriate dress (no uniform)
- e. Obscene language
- f. Unclean appearance
- g. Fighting or physical/mental abuse
- h. Absentees in excess of the minimum 1/2 time attendance requirement and/or interfering with satisfactory progress.
- i. See Time Ticket Policy
- j. Sexual harassment &/or abuse
- k. Destroying or stealing school or other students' property
- l. Continued refusal of taking clients

Note: If student is taking drugs while in school (c), or physically fighting and/or abusive (mentally or physically) (g), or involved in sexual harassment and/or abuse (j) the student will be immediately terminated.

Otherwise, we use a three step process to dismissal a student. They are a warning and probation, suspension, and finally the student is terminated.

The school reserves the right to change the rules at any time without notice and posting such changes on the bulletin board.

Copyright protection policy

Making copies or misusing copyrighted materials is not accepted at HBS. Students may face jail, or fines up to 250,000 or both under the civil or criminal court system. It is strictly prohibited to use any of the institutional equipment to copy, download, or distribute any copyrighted material. The U.S Copyright Office provides a summary of the penalties for violation of Federal copyright laws. To view these penalties go to their website at <http://copyright.gov/help/fag/>.

CAMPUS SECURITY ACT DISCLOSURE STATEMENT -Clery Act-

This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.

2. (i) All students and employees are required to report any crime or emergency to their institutional official promptly.

(ii) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's secretary who contacts the correct police department District for statistics and the institution's Daily Incident Log, and then records those statistics.

(iii) If a student or employee wishes to report a crime on a voluntary or confidential basis, the **institutional official** will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her

- institutional official** without signature. If the student wishes not to maintain confidentiality, the student will contact his/her **teacher or school official** who in turn will contact the nearest **supervisor** to report criminal actions or emergencies to the **appropriate agency by calling (911)**.
3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and CARRY on them at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
 4. Current policies concerning campus law enforcement are as follows:
 - (i) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - (ii) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
 - (iii) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
 5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a. Do not leave personal property in classrooms.
 - b. Report any suspicious persons to your institutional official.
 - c. Always try to walk in groups outside the school premises.
 - d. If you are waiting for a ride, wait within sight of other people.
 - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
 - f. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
 - g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for

information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
10. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
11. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.

Recent History of Crime in and around Salinas and the School

Salinas has the 12th highest crime rate in the United States. We have the 4th highest homicide rate in California. Following is the latest data available: Murder = 1.65 times the National Average; Forcible Rape = 1.04 times the National Average; Robbery = 1.21 times the National Average; Aggravated Assault = 1.33 times the National Average; and all Violent Crime = 1.34 times the National Average.

Salinas is a known gang town and most of the criminal activities are on the East and North side of the city, whereas the school is located on the South side. About five years ago there was activity that led us to believe there might be danger for our students so we contacted the local police and they started patrolling the area randomly – as such we hadn't seen or heard of any criminal activity in the area until June 2011 when a student's car was robbed and last year (2012) there were two armed robberies a few blocks away. There hasn't been any crime in our near vicinity, there was however, a break-in next door by (it looked like) young kids in January 2014.

“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.

Special Services

The school provides special services other than the State Board mandated curriculum. Because of the special training of our Director of Education and the school Director we are able to provide classes in business that are not provided for in the state's curriculum. They are how to open a salon (book in book list) and various classes in building a clientele and a business; compensation and taxes; marketing; investing and retirement. We also provide special counseling in personal and financial matters.

The information discussed in this catalog is in effect from: January 1, 2023 to December 31, 2023 and is updated annually and/or as needed.

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