

# LUROSS ACADEMY

A Wella Professionals Signature School

## SCHOOL CATALOG

### VETERANS INFORMATION BULLETIN

Lu Ross Academy  
E. Thompson Blvd.  
Ventura, CA 93001  
805-643-5690

Secondary Facility 470  
93 S. Chestnut St.  
Ventura, CA 93001  
805-667-8327



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**(Lu Ross Academy reserves the right to make changes to this catalog at any time. Any changes in tuition or fees will not affect enrolled students. Significant changes will result in a change of the publication dates of the catalog.)**

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**[www.LuRossAcademy.com](http://www.LuRossAcademy.com)**

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## APPROVAL DISCLOSURE STATEMENT

LU ROSS ACADEMY, a private institution, located at 470 East Thompson Blvd., Ventura CA 93001, was granted institutional approval to operate from the Bureau for Private Postsecondary Education pursuant to California Private Postsecondary Education Act of 2009. Approval to operate means compliance with state standards and does not imply any endorsement or recommendation by the state or that the Bureau approval means the Institution exceeds minimum State standards. All in-person classes are held at 470 E. Thompson Blvd., and at the Secondary Facility located at 93 S. Chestnut St., Ventura CA 93001. The following courses have been approved:

Program	Location	Clock Hours/Credit Hours
Hybrid Cosmetology	470 E. Thompson Blvd	1250 Clock Hours
Cosmetology	470 E. Thompson Blvd	1250 Clock Hours
Hybrid Barbering	93 S. Chestnut St	1000 Clock Hours
Barbering	93 S. Chestnut St	1000 Clock Hours
Aesthetics	470 E. Thompson Blvd	600 Clock Hours
Hybrid Aesthetics	470 E. Thompson Blvd	600 Clock Hours
Manicuring	470 E. Thompson Blvd	600 Clock Hours
Hybrid Manicuring	470 E. Thompson Blvd	600 Clock Hours
Beauty Makeup Artistry	470 E. Thompson Blvd	6 Quarter Credits (120 contact hours)
Barber Crossover	93 S. Chestnut St	200 Clock Hours

The state of California requires 1000 hours to be licensed as a cosmetologist; however, the School is approved by the state to offer a 1250-hour cosmetology course. Within the additional 250 hours, students will be introduced to additional training in cutting, hair coloring, perming, skin care, and makeup.

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. The School Performance Fact Sheets are on the school website, [www.lurossacademy.com](http://www.lurossacademy.com) under Disclosures. All written materials are in English and all programs are taught in English.

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma/ certificate or transcript verifying the fact.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at **Bureau for Private Postsecondary Education 1747 North Market, Suite 225, Sacramento, CA 95834.** (916) 574-8900 [www.bppe.ca.gov](http://www.bppe.ca.gov).

The office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5, or by visiting [osar.bppe.ca.gov](http://osar.bppe.ca.gov)

Lu Ross Academy is nationally accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS). Any questions regarding accreditation should be directed to **The National Accrediting Commission of Career Arts and Sciences, 3015 Colvin St., Alexandria, VA 22314,** (703) 600-7600 [www.naccas.org](http://www.naccas.org)

Lu Ross Academy has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against them under Federal law.

All information contained in this school catalog is current and correct and is certified by Ken Boyle, President.

## CLASS START CALENDAR

Day and evening class starts are offered depending on the specific program. Please see the Admissions Advisor for the specific scheduled start dates for each month. Cosmetology, Barbering, Barber Crossover, Aesthetics, and Manicuring start every other month. For the Beauty Makeup Artistry Class, please call the Admissions Advisor for start dates. **Please See Class Calendar Catalog Addendum for Class Start Dates.**

A clock hour is defined as a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction

## TUITION AND FEES

The school reserves the right to change tuition and fees, make curriculum changes when necessary, and make substitutions in books and kits as required without prior notice. Any changes in tuition or fees will not affect students already enrolled.

**Total Course Institutional Tuition and Charges**

Course	Cosmetology 1250 Hours	Barbering 1000 Hours	Aesthetics	Manicuring	Beauty Makeup Artistry	Barber Crossover
Tuition	\$17,500	\$14,000	\$10,725	\$9,000	\$3,000	\$2400
* Student Kit A (Non-Refundable) (with eBook only)	\$2450	\$2000	\$1500	\$1200	\$1200	Not required
* Student Kit B (Non-Refundable) (with eBook & hard-bound textbook)	\$2500	\$2050	\$1550	\$1250	N/A	Not required
Other Miscellaneous Fees (Non- Refundable)	See other miscellaneous fees below	See other miscellaneous fees below	See other miscellaneous fees below	See other miscellaneous fees below	See other miscellaneous fees below	See other miscellaneous fees below
STRF (Non- Refundable) See below	\$40.00 STRF is 0 effective 5/1/24	\$32.50 STRF is 0 effective 5/1/24	\$27.50 STRF is 0 effective 5/1/24	\$20.00 STRF is 0 effective 5/1/24	\$7.50 STRF is 0 effective 5/1/24	\$5.00 STRF is 0 effective 5/1/24
Total Estimated Charges	\$20,000	\$16,000	\$12,225	\$10,200	\$4,450	\$2,665
Registration Fee (Non Refundable)	\$250	\$250	\$250	\$250	\$250	\$250

\* Students can choose Kit A with the eBook only or Kit B which includes the eBook and the hardbound textbook. Total estimated charges are based on tuition, Kit A and the STRF charges.

### Other Miscellaneous Fees:

1. An hourly rate of \$\_\_\_\_\_ will be charged for instructional hours, if needed, which exceed the expected graduation date (listed on Page 1) by more than 10% of the total program hours. All charges are based on scheduled hours.
2. There is a \$1 (one dollar) fee per hour for hours transferred into Lu Ross Academy. There are no additional assessment fees.
3. There is a \$25 fee for returned checks.
4. The Student Kit includes all equipment, textbooks and uniform required by the school.

**Note:** Total charges for the period of attendance and total charges for the entire educational program are the same and are an estimate of the charges due at time of enrollment. Tuition and the student kit are considered Institutional Charges



## LANGUAGE

All courses at Lu Ross Academy are conducted in English. All written materials and textbooks are in English. This institution does not provide English-as-a-second language instruction

## STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. **The current STRF fee is \$2.50 per one thousand dollars of institutional charges.**

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.”

In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“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, Suite 225, Sacramento, CA 95834, (916) 574-8900**

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.

training.

3. **Student's Right to Cancel** -The student has the right to cancel an enrollment agreement and obtain a refund of charges paid until midnight of the fifth school day following the first day of class or the seventh day after enrollment, whichever is later. Cancellation shall occur when the student gives written notice of cancellation to the school at the address specified in the agreement. The school shall refund all monies paid by the student within 30 days after it receives the notice of cancellation that is received within the cancellation period. Any Student Kit received by a student after the end of the cancellation period is not returnable to the school and students will be charged for the Student Kit.
4. **Student Withdrawal & Refund** - You may withdraw from the Academy at any time after the cancellation period (described above) and receive a pro-rata refund within 45 days of withdrawal if you have completed less than 60 percent of the period of attendance, based on scheduled hours. The refund will be less a registration fee not to exceed \$250, and less any deduction for equipment that the student has received and signed for. For the purpose of determining a refund under this section, a student's official cancellation or withdrawal shall occur on the earlier of the dates of any of the following instances:
- An applicant is not accepted by the Academy. The applicant shall be entitled to a refund of all monies paid.
  - The student notifies the institution of the student's withdrawal in writing.
  - The institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution, absence in excess of maximum set forth by the institution and/or failure to meet financial obligations to the Academy.
  - The student has failed to attend class for fourteen (14) calendar days, as determined by monitoring clock hour attendance at least every thirty (30) days.
  - Failure to return from a leave of absence. The date of the student's withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

All refunds are calculated based on the student's last date of attendance.

Students who enroll and begin classes, but withdraw prior to course completion (after three business days of signing the contract) will have the following schedule of tuition earned by the school apply. All refunds are based on scheduled hours:

<b>Percent of Scheduled Time Enrolled to Total Program</b>	<b>Total Tuition School Shall Retain</b>
0.01% to 60%	Prorated based on percentage of scheduled attendance
60.01 and over %	100%

5. **Return of Title IV** - Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, AGC/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 both 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 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 any refunds are due based in the Return of Title IV calculation of the institutional refund policy calculation, any refunds will be made as soon as possible but not later than

For Post 9/11 GI Bill® (Ch 33) students and VA Vocational Rehabilitation and Employment (Ch 31) students, our tuition policy complies with 38 USC 3679(e) which means Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill student must submit a VA Certificate of Eligibility (COE) and a Vocational Rehabilitation Student must provide a VAF 28-1905 form. All persons seeking enrollment must meet the general admissions policies. Those seeking to use VA Education Benefits must submit all prior transcripts for a transfer evaluation and submit one of the following a 22-1990, 22-1995, 22-5490, or a 22-5495 to the VA. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

A student using Vocational Rehabilitation and Employment benefits (CH31) or Post-9/11 G.I. Bill® (CH33) will be allowed to enroll in and attend courses and access campus facilities while the campus awaits payment for tuition and fees from the VA. While awaiting receipt of funds from the VA, **Lu Ross Academy** will not impose any penalty, charge late fees or require an eligible student to borrow additional funds to cover tuition or fees. This waiting period begins the date the student provides appropriate documentation and continues either until funds are received from the VA or until 90 days after the School Certifying Official has certified the student's enrollment for tuition and fees.

To demonstrate current eligibility and intent to use Chapter 31 or 33 benefits, a student must provide the following documents:

- VA Form 28-1905 (Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status); or
- Certificate of Eligibility (COE) or Education Enrollment Status form (printed from the VA website).
- A written request to use either VA Vocational Rehabilitation or Post 9/11 G.I. Bill benefits; and
- All additional information requested by the School Certifying Official to properly certify enrollment to the VA.

For more information regarding this policy, contact your School Certifying Official, Alma Moreno at [alma@lurossacademy.com](mailto:alma@lurossacademy.com) or (805) 643-5690 Ext. 114

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

### **G.E.D./ADULT EDUCATION CLASSES**

Special preparation for the H.S. Diploma or G.E.D. is available through the following school:

Ventura Unified School District, High Schools & Adult Education, Adult Education School 3777 Dean Drive, Ventura, CA 93003, (805) 641-5000 [http://www.vace.com/programs\\_adult\\_literact.html](http://www.vace.com/programs_adult_literact.html)

#### **General Educational Development (GED)**

The GED provides an opportunity for a person to demonstrate the ability and understanding that are expected of a high school graduate. The GED is equivalent to, but not the same as, a high school diploma. Free assessment and classes are offered to prepare you to pass the GED exam. Practice tests and individualized instruction are available. Plan for three hours for the initial assessment and then set up a study schedule that works for you. The actual GED exam is offered there too!

Please call (805) 289-1749, ext. 1230, between the hours of 8:00 a.m. and 5:00 p.m. to schedule an appointment.

### **PHYSICAL DEMANDS**

Prospective students should be aware of the physical demands of an occupation as a Cosmetologist, Barber, Aesthetician, Manicurist, or Makeup Artist. Cosmetologists, Barbers and Aestheticians occupations generally require continued standing and constant use of the upper torso, shoulders, arms, wrist, and hands, upper back and neck. Manicuring occupations generally require constant sitting which can lead to backaches, and wrist/arm/hand problems. Certain individuals may have allergies and sensitivity to chemical products used in the profession.

## HOUSING

Lu Ross Academy does not provide housing, dormitories or housing assistance of any type. While the Academy has no responsibility to find or assist students in finding housing, the following represents approximate rental fees in the general vicinity of the school's location in Ventura, CA: \$1400/ month for a one bedroom and \$700/month for a rented room (based on an average of prices of rental units available on Rent.com as of 04/16/18). Students seeking housing are encouraged to go to several online websites such as Rent.com for further assistance.

## PLACEMENT ASSISTANCE

Placement success is greatly influenced by attendance, overall attitude, and academic achievement. The employment assistance services include but are not limited to:

1. An employment orientation prior to graduation. This orientation will provide the student with essential information related to interview preparation, professional appearance guidelines, resume preparation, cover letters, job applications, job search skills and referrals for potential job opportunities.
2. Assistance in the preparation of employment letters and letters of recommendation.
3. Invitation to industry to interview, present employment programs, test, and offer application or employment.
4. Communicate with prospective employers to establish current employment opportunity.
5. Through mutual efforts of the placement assistance and the student, attempts are made to locate positions. Students are responsible for arranging interviews from the information provided by the school.
6. Follow-up with graduates and employers regarding job referrals.

While Lu Ross Academy **does not** guarantee placement or starting salaries, the school will do everything within reason to assist the student in finding suitable employment after graduation. Graduates are welcome at any time to return to the school after graduation to obtain additional job leads.

## TEACHING METHOD

Every student enrolled at Lu Ross Academy must use APPLIED EFFORT while attending school. This Applied Effort policy is designed to better prepare the student for actual working conditions once the graduate. This means the student must always be working on daily assigned activities pursuant to school policy even though minimum required levels may have been exceeded. If a student refuses to or is not physically capable of being in Applied Effort, the student may NOT attend classes. While attending school, the student will be doing so in an atmosphere similar to the industry they are training to work in. Although the enrollee is a student and not an employee, the student will be trained by performing work in a salon/spa simulated school environment designed to teach industry skills while providing industry knowledge and educational credit. See Distance Learning, Page 19.

## GRADUATION REQUIREMENTS

To meet graduation requirements and receive a Diploma, a student must:

1. Achieve a cumulative 2.0 (70%) grade point average or higher.
2. Complete all required hours and practical requirements.
3. Satisfy all financial obligations to the school or make payment arrangements for any outstanding balance.

## SATISFACTORY ACADEMIC PROGRESS POLICY

(Please see Page 38 for Beauty Makeup Artistry Satisfactory Academic Progress Policy)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

**EVALUATION PERIODS:** Satisfactory Academic Progress will be assessed at the following benchmarks. All benchmarks are based on clocked (actual) hours.

### MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below

### MAXIMUM TIME FRAME

COURSE	WEEKS	SCHEDULED HOURS
Cosmetology (Days 33 hrs/wk) -1600 Hours. In person and Hybrid	64.4 Weeks	2128
Cosmetology (Eve, 21.5 hrs/wk) -1600 Hours. In person and Hybrid	98.9 Weeks	2128
Hybrid Cosmetology (Days, 33 hrs/wk) 1250 Hours	50.3 Weeks	1662
Hybrid Cosmetology (Eve, 21.5 hrs/wk) 1250 Hours	77.3 Weeks	1662
Aesthetics (Day, 33 hrs/wk) – 600 Hours. In person and Hybrid	24 Weeks	798
Aesthetics (Eve, 21.5 hrs/wk) – 600 Hours. In person and Hybrid	37 Weeks	798
Barbering (Day, 33 hrs/wk) – 1500 Hours. In person and Hybrid	60 Weeks	1995
Barbering (Eve, 21.5 hrs/wk) – 1500 Hours. In person and Hybrid	92.7 Weeks	1995
Hybrid Barbering (Days 33 hrs/wk) -1000 Hours	40.3 Weeks	1330
Hybrid Barbering (Eve 21.5 hrs/wk) -1000 Hours	61.8 Weeks	1330
Manicuring (FT, 33 hrs/wk) – 600 Hours. In Person and Hybrid	24 Weeks	798
Beauty Makeup Artistry (PT, 12 hrs/wk) 120 Hours	13 Weeks	160
Barber Crossover (PT, 20 hrs/wk) 10 Wks	13.3 Weeks	266

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

### MAXIMUM TIME ALLOWED

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis. If your maximum amount of time under a contracted schedule has expired and the student has not achieved their required clock hours, they will be withdrawn from the program and required to restart the program for the remaining clock hours under a new contract and additional costs.

### ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computersystem will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	EXCELLENT
80 – 89	GOOD
70 - 79	SATISFACTORY
0 to 69	UNSATISFACTORY

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

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

## **ATTENDANCE REQUIREMENTS**

The Registrar monitors the student attendance records of all active students. Students are required to have an overall attendance rate of 75% or more of the total scheduled hours of the program, to meet the minimum attendance requirements of the program. Students meeting these minimal requirements are expected to complete their course of study within the maximum time frame. Lu Ross Academy recognizes some absences are unavoidable. When a student finds an absence unavoidable, he/she must notify the school by calling (805) 643 - 5690, and reporting the absence to the Registrar. The student will have to make up training hours that the state requires for licensing, and it will cost the student additional tuition if the course is not completed by the calculated completion date. All hours missed due to absences, arriving late, leaving early and/or suspension must be made up within 30 days. Regardless of the average level of attendance, students who are absent 14 days or more without an approved Leave of Absence will be terminated.

Attendance takes on a very serious role in beginning of our program. The first evaluation period includes the "Freshman" training where basic skills are taught. These skills are the building blocks of the rest of the program... Every day brings new instruction and new techniques. Missing time in the first evaluation period can have a severely detrimental impact on future skill development. The importance of attendance in the first week is even more significant. Students who miss any of the days of the first week are subject to termination and will need to re-start on the next start date. Due to the importance of the first evaluation period, Lu Ross Academy requires students to attend a minimum of 67% of the scheduled hours in the first evaluation period. If any student attends less than 67% of the scheduled hours in the first evaluation period, they must restart the program with the next incoming class.

## **TARDINESS**

Lu Ross Academy encourages students to be "on time" for all activities, appointments and classes. Students who arrive after 8:30 am for day classes will be considered tardy. Students who arrive after 5:00 pm in the evening will be considered tardy.

## **LEAVE OF ABSENCE POLICY (LOA)**

Students are entitled to take only one (1) Leave of Absence during any academy year (or 12-month period). A Leave of Absence must be requested in writing with the Administration Office and must be pre-approved by the Student Services Manager. The letter must include the reason for the student's request and include the student's signature. 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 would be determined by the academy to be the first date the student was unable to attend because of the circumstance. There must be a reasonable expectation that the student will return from the LOA. The duration of the Leave of Absence may not exceed sixty (60) days. No Leaves of Absence are available for the Beauty Makeup Artistry program. Failure to return to school, on the anticipated return date, as scheduled, will result in termination. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance. A Leave of Absence will extend the student's contract period and maximum time frame by the same number of days that the student is on Leave of Absence. The institution does not assess any additional institutional charges as a result of the LOA. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

## **LEAVE OF ABSENCE POLICY (LOA) during the COVID-19 pandemic.**

**During the pandemic, students will be allowed to take an additional 120 days of leave.**

**NOTE:** If you are taking a Hybrid course which uses elements of Distance Learning, then be advised that Lu Ross Academy makes no guarantee that academic achievement earned via distance education will be accepted for reciprocity or eligible for licensure in other states. If you are in a Hybrid program and are thinking of transferring to another school or moving to a different State, you should check with that School or that State about the transfer.

### **COURSE DURATIONS**

The school measures its programs in clock hours. Quarter Credit Hour values are given should they be needed by the student. The following are the programs offered and the hours and duration of each program:

<b>PROGRAMS</b>	<b>CLOCK HOURS</b>	<b>WEEKS</b>	<b>MONTHS</b>
Cosmetology (Day) In person and Hybrid	1600	50	12
Cosmetology (Evening) In person and Hybrid	1600	78	18.5
Hybrid Cosmetology (Day)	1250	38	9
Hybrid Cosmetology (Evening)	1250	58	14
Barbering (Day)	1500	47	11.2
Barbering (Evening)	1500	74	17.5
Hybrid Barbering (Day)	1000	31	7.2
Hybrid Barbering (Evening)	1000	47	11
Aesthetics (Day) In person and Hybrid	600	20	4.5
Aesthetics (Evening) In person and Hybrid	600	30	7
Manicuring (Day) In person and Hybrid	600	20	4.5
Beauty Makeup Artistry	6 Quarter Credits (120 contact hours)	10 (eves)	2.3
Barber Crossover	200	10 (eves)	2.3

### **DISTANCE EDUCATION POLICY**

The term "Distance Education" or Hybrid Education refer to instruction where the teacher and students are separated geographically so that the face-to-face communication is absent for up to 50% of a program. Communication is accomplished instead by one or more technological media. This communication consists of live or recorded visual or audio presentations and material using a learning management system, digital and or analog video tape, audio tape, CD-ROM, computer or internet technology, email or other electronic means.

The distance education policy at Lu Ross Academy includes the following:

- Distance Education cannot be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.
- The interaction with the instructor must be validated by regular measurable participation (clock hours) in the academic programs. Participation must be documented within a log of all student activity comprised of a record of regular and substantive interaction between student(s) and instructor(s).
- A Distance Education Assessment of student performance is conducted on-campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month.
- Upon completion of all curriculum requirements, students must pass a comprehensive Academic and Practical final exam (which shall be administered on-campus) to include any applicable competencies required by the State licensure agency prior to graduation from the program.
- All transcripts or other documents, (official or unofficial), listing academic attainment received will identify the distance education component.
- Please be advised that Lu Ross Academy makes no guarantee that academic achievement earned via distance

financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid; to certain officials of the US Department of Education, the Controller General, to state and local educational authorities, in connection with certain state or federally supported education programs; to accrediting organizations to carry out their functions; to organizations conducting certain studies for or on behalf of the Academy; to US Department of Homeland Security.

5. The right to file a complaint with the US Department of Education concerning alleged failures by the Academy to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, US Department of Education, Independence Ave. SW, Washington DC 20202-4605

### **COPYRIGHT INFRINGEMENT POLICY**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority

constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory"

damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to

\$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq). Lu Ross Academy may make computers available to students in a classroom. However, the use of the computers is limited to access to the school's website to enable students to take practice exams and other approved websites that have permission to use from publishers of student textbooks. Internet access is blocked for most sites except for the Academies' web page. Lu Ross Academy does not tolerate unethical conduct in regard to cheating, plagiarism, copyright infringement, falsification or misrepresentation of material information in any records, financial documents or sign-in sheets, whether inadvertent or deliberate. Engaging in the unauthorized use or distribution of copyrighted material may result in probation, suspension, or termination/expulsion.

### **VOTER REGISTRATION**

In California you may register to vote by completing the online voter registration form at: <https://www.sos.ca.gov/nvrc/fedform/> and then mailing it to the address on the form. You may also register to vote whenever you apply for or renew your driver's license or state-issued ID card. For more information, please visit the California Secretary of State website at [http://www.sos.ca.gov/elections/elections\\_vr.html](http://www.sos.ca.gov/elections/elections_vr.html).

### **CONSTITUTION DAY**

Pursuant to legislation passed by Congress, educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17 of each year. Lu Ross Academy presents programs pertaining to the United States Constitution on September 17 of each year or on the following school day.

### **CALIFORNIA LICENSING REQUIREMENTS**

The State of California required that any person desiring to conduct business as a COSMETOLOGIST, BARBER, AESTHETICIAN or MANICURIST must first complete the state required curriculum at a certified school and second pass the state licensing exam. The state further requires that applicants for the State Exam are at least 17½ years of age, have completed at least the 10<sup>th</sup> grade and have a valid Social Security Card. Lu Ross Academy's programs are designed to provide the state required educational curriculum necessary to qualify the student to take the license exam and to enhance the student's capability to pass the exam, while at the same time prepare the student to actually work in the industry. There are not State licensing requirements for Make-up Artists. The state may and will most likely perform a background check to determine eligibility of the student to take the licensing exam. It is the student's responsibility to determine if any past criminal conviction (if any) will prevent them from obtaining the required state license. [For more



## FINANCIAL AID PROGRAMS

All Lu Ross Academy campuses administer federal programs of student assistance including:

**Pell Grant (FPELL):** Federal Pell grants are awarded to students who have not earned a bachelor's or professional degree. Because they are grants, funds are not typically repaid (unless you withdraw from school prior to the end of the award period). Eligibility is determined according to need, number of hours in the academic program, and the cost of attendance.

**Supplemental Educational Opportunity Grant (SEOG):** This program is for students with exceptional financial need. Your eligibility can be determined after review of your PELL eligibility.

**William D. Ford Federal Direct Loans:** The Direct Loan program provides educational loan(s) that must be repaid, with interest, even if you do not complete your academic program. Loans may be obtained through the William D. Ford Federal Direct Loan Program. Generally, all students who complete a FAFSA and are not in default on any previous federal student loan(s) are eligible for the program. Loans obtained through this program are lower fixed interest rate loans that are guaranteed by the U.S. Department of Education. A student can apply for Direct Loans through the academy's Financial Aid Department.

**Federal Subsidized Loan:** The Subsidized Loan is awarded to students who demonstrate financial need. Subsidized loans do not charge the borrower with interest on the amount borrowed while in school and up through a six-month grace period after leaving school.

**Note:** Loans for students who have exceeded the maximum eligibility period (150% of the program length) for attendance on their Federal loan eligibility could begin to accrue interest after the student exceeds the 150% limit. Interest accrued in such a manner accumulates and is added to the principal amount of your loan. Interest does not accrue retroactively to the date the loan was disbursed.

For more information, please see your Financial Aid Officer or visit: <https://studentaid.ed.gov/types/loans/subsidized-unsubsidized>.

**Federal Unsubsidized Loan:** The Federal Unsubsidized Loan allows students to borrow a Federal Direct Loan who did not demonstrate sufficient financial need for the subsidized version. The same terms and conditions as the Subsidized Loan apply, except that the borrower is responsible for interest that accrues while she/he is in school and after leaving school. Generally, you may choose to make interest payments on the loan while you are in school or have the interest added to your principal balance (capitalized) when your repayment schedule begins (six months after your last day of attendance).

**Federal Parent PLUS Loans:** The Federal Parent PLUS loan is available to parents of dependent students with good credit to help pay their child's educational expenses. PLUS loans are not based on need. They can be combined with other financial aid resources and cannot exceed the student's cost of education.

**Workforce Investment Act:** Lu Ross Academy is a qualified training provider offering employment training for adults and dislocated workers. For more information, please visit the CalJobs website at <https://www.caljobs.ca.gov>.

**Veterans Educational Benefits:** Lu Ross Academy is approved by the California State Approving Agency for Veterans Education for the certificate programs for Aesthetics (600 Clock Hour Program), Barbering (1,500 Clock Hour Program), Cosmetology (1,600 Clock Hour Program), and Manicuring (600 Clock Hour Program). For more information on Veterans Benefits, please see your Admissions Representative.

**MyCAA:** Military Spouse Career Advancement Accounts (MyCAA) provide financial assistance for educational purposes for qualified military spouses meeting eligibility requirements. For information regarding amounts and eligibility please visit the website at:  
[www.militaryonesource.com/MOS/FindInformation/Category/MilitarySpouseCareerAdvancementAccounts.aspx](http://www.militaryonesource.com/MOS/FindInformation/Category/MilitarySpouseCareerAdvancementAccounts.aspx).

## ADDITIONAL INFORMATION

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid

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:

**County of Ventura Behavioral Health Department  
Alcohol and Drug Programs  
24 East Main St.  
Ventura, CA 93001  
805-577-0830**

(Additional counseling centers are located in Oxnard and Simi Valley)

### **COSMETOLOGY 1600 HOUR CURRICULUM OUTLINE**

SOC Code 39.5012

**Course outline objective** is to show prospective students what education, demonstrations and practical procedures they will be learning on a weekly schedule.

**Our educational objective** is to not only educate and train students in the state board required material but also to prepare them for client services. This is done through lectures, testing and evaluations. Technical instructions consist of lecture and / or demonstrations and testing of the related material. Demonstrations are followed by hands on practice and evaluation of student procedures. Our goal is to provide students with the education and tools they need to be health conscious, successful professionals.

The curriculum for students enrolled in the Cosmetology program requires 1600 hours of practical training and technical instruction covering all practices of cosmetology. The average student completes the day schedule in 52 weeks. The average student completes the evening schedule in 78 weeks. Students are graded on technical tests, practical procedures and attendance. Instruction in State Board procedures is also included.

Cosmetologists may earn income through different career choices. Occupations include: Hairstylist, Hair coloring Technician, Cosmetology Instructor, Manicurist, Salon Owner or Beauty Counselor. Day classes start every 8 weeks. Evening classes start every 14 weeks.

**The grading system for theory and practical is as follows:**

<b>100%-90%=A</b>	<b>89%- 80%=B</b>	<b>79%-70%=C</b>
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A minimum of 70% is considered satisfactory. Below C is unsatisfactory.

The Cosmetology course consists of a minimum of 390 Hours of Technical (Theory) training and approximately 1210 hours devoted to complete the required practicals.

SUBJECT	Theory Hours	Minimum Practical Operations
<b>Hair Dressing – 1100 Hours (185 theory hours and 915 practical hours) Including at minimum:</b>		
<b>Hairstyling</b>	65	240
<u>Includes, but is not limited to:</u> Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.		

<u>Includes, but is not limited to:</u> Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.		
<b>Artificial Nails and Wraps:</b>	25	120 (nails)
<u>Includes, but is not limited to:</u> Artificial nails including acrylic, liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.		
<b>Additional Instruction and Training:</b> Included in the above subjects and woven throughout the course is training to develop; desirable work habits, acceptable personal grooming, customer relations, creativity, a high level of personal and business ethics and State Board Preparation Classes. The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in: professionalism, resume development, interview preparation, and job search skills.		

### **COSMETOLOGY 1250 HOUR CURRICULUM OUTLINE**

SOC Code 39.5012

Course outline objective is to show prospective students what education, demonstrations, and practical procedures they will be learning on a weekly schedule.

Our educational objective is to not only educate and train students in the state board required material but also to prepare them for client services. This is done through lectures, testing and evaluations. Technical instructions consist of lecture and / or demonstrations and testing of the related material. Demonstrations are followed by hands on practice and evaluation of student procedures. Our goal is to provide students with the education and tools they need to be health conscious, successful professionals.

The curriculum for students enrolled in the Cosmetology program requires 1250 hours of practical training and technical instruction covering all practices of cosmetology. The average student completes the day schedule in 38 weeks. The average student completes the evening schedule in 58 weeks. Students are graded on technical tests, practical procedures, and attendance.

Cosmetologists may earn income through different career choices. Occupations include: Hairstylist, Hair Coloring Technician, Cosmetology Instructor, Manicurist, Salon Owner or Beauty Counselor.

**The grading system for theory and practical is as follows:**

<b>100%-90%=A</b>	<b>89%- 80%=B</b>	<b>79%-70%=C</b>
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A minimum of 70% is considered satisfactory. Below C is unsatisfactory.

The Cosmetology course consists of a minimum of 450 Hours of Technical (Theory) training and approximately 800 hours devoted to completing the required practicals.

<b>SUBJECT</b>	<b>Minimum Theory Hours</b>	<b>Minimum Practical Hours</b>
<b>Hairstyling Services – 300 Hours</b>		
Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	80	220
<b>Chemical Hair Services – 300 Hours</b>		
Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	80	220

## **BARBERING 1500 HOUR CURRICULUM OUTLINE**

SOC Code 39-5011

**Course outline objective** is to show prospective students what education, demonstrations and practical procedures are taught on a weekly basis

**Our educational objective** is to educate and train students not only in state board procedures but prepares them to move on to clinic services. This is done through lectures, testing and evaluations. Technical instruction consists of lecture and / or demonstrations and testing of the related material. Demonstrations are followed by hands on practice and evaluation of student procedures. Our goal is to provide students with a solid foundation and a confidence to be successful when entering the Barbering profession.

The curriculum for students enrolled in the Barbering program requires 1500 hours of practical training and technical instruction covering all practices of Barbering. The average day student completes the day schedule in 48 weeks. The average evening student completes the evening schedule in 74 weeks.

Students are graded on technical written tests, practical procedures and attendance. Instruction in State Board procedures is also included. Barbers may earn income through different career choices.

Occupations include: Barber, Hairstylist, Barbering Instructor, Platform Artist, State Board Examiner, Men's Stylist, Salon Manager, and Salon Owner.

**The grading system for theory and practical is as follows:**

<b>100%-90%=A</b>	<b>89%- 80%=B</b>	<b>79%-70%=C</b>
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A minimum of 70% is considered satisfactory. Below C is unsatisfactory.

The Barbering course consists of a minimum of 385 Hours of Technical (Theory) training and approximately 1115 Hours devoted to complete the required practicals.

<b>SUBJECT</b>	<b>Theory Hours</b>	<b>Minimum Practical Operations</b>
<b>Hair Dressing – 1100 Hours (185 theory hours and 915 practical hours) Including at minimum:</b>		
<b>Hairstyling</b>	65	240
<u>Includes, but is not limited to:</u> Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.		
<b>Permanent Waving and Chemical Straightening:</b>	40	105
<u>Includes, but is not limited to:</u> Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.		
<b>Hair Coloring and Bleaching:</b>	60	50
<u>Includes, but is not limited to:</u> 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.		
<b>Hair Cutting:</b>	20	80
<u>Includes, but is not limited to:</u> Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.		
<b>Shaving – 200 (100 theory hours and 100 practical hours)</b>		
<b>Preparation and Performance:</b>	100	40

A minimum of 70% is considered satisfactory. Below C is unsatisfactory.

The Barbering course consists of a minimum of 420 Hours of Technical (Theory) training and approximately 580 Hours devoted to completing the required practicals.

SUBJECT	Minimum Theory Hours	Minimum Practical Hours
<b>Hairstyling Services – 350 Hours</b>		
Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	100	250
<b>Chemical Hair Services – 200 Hours</b>		
Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	60	140
<b>Shaving and Trimming of the Beard – 250 Hours</b>		
Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	100	150
<b>Disinfection and Sanitation – 100 Hours</b>		
Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	30	70
<b>Health and Safety – 100 Hours</b>		
Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. <b>Board Approved Health &amp; Safety Course (B&amp;P 7389(a)):</b> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100	
Additional Instruction and Training: salon business principles, professional ethics, record keeping, basic tax information relating to booth rental, and independent contractors, skills, including professional ethics, salesmanship, record keeping, review, and testing for State Board Exam. The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in professionalism, resume development, interview preparation, and job search skills.		

chemical change of matter; electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.		
<b>Disinfection and Sanitation:</b>	10	
<u>Includes, but is not limited to:</u> Procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.		
<b>Anatomy and Physiology:</b>	15	
<u>Includes, but is not limited to:</u> Human anatomy, human physiology, bacteriology, skin analysis and conditions.		
<b>Additional Instruction and Training:</b> salon business principles, professional ethics, record keeping, basic tax information relating to booth rental, and independent contractors, skills, including professional ethics, salesmanship, record keeping, review, practice and testing for State Board Exam. The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in: professionalism, resume development, interview preparation, and job search skills.		

### **MANICURING CURRICULUM OUTLINE**

SOC Code 39-5092

**Course outline objective** is to show prospective students what education, demonstrations and practical procedures are taught on a weekly basis.

**Our educational objective** is to educate and train students not only in state board procedures but prepares them to move on to clinic services. This is done through lectures, testing and evaluations. Technical instruction consists of lecture and / or demonstrations and testing of the related material. Demonstrations are followed by hands on practice and evaluation of student procedures. Our goal is to provide students with a solid foundation and a confidence to be successful when entering the Manicuring profession.

The Manicuring program is a new 600-hour program which combines the State mandated 400 hour curriculum with 200 hours of advanced nail technology. Lu Ross Academy has partnered with OPI Products, a division of Wella USA to bring all the latest nail technologies such as gels, shellacs and nail art to our program. The average student completes the program in 20 weeks. The additional 200 hours allows the student to learn all the various new nail techniques and provides enough time to become proficient in all aspects of manicuring. Students are graded on technical written tests, practical procedures and attendance. Students attend lectures and complete a required number of practicals. Instruction in State Board procedures is also included. Manicurists may earn income through different career choices.

Occupations include: Manicurist in salons or spas, Manicuring Instructor, Nail Salon Manager or Owner and Podiatry Assistant.

**The grading system for theory and practical is as follows:**

<b>100%-90%=A</b>	<b>89%- 80%=B</b>	<b>79%-70%=C</b>
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A minimum of 70% is considered satisfactory. Below C is unsatisfactory.

The Manicuring course consists of a minimum of 195 Hours of Technical (Theory) training and approximately 405 hours devoted to complete the required practicals

<b>SUBJECT</b>	<b>Theory Hours</b>	<b>Minimum Practical Operations</b>
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You'll be going on photo shoots, choosing models and working with photographers. Photographers will assist students in creating a portfolio of their work during the course. You will start your makeup portfolio in school. Makeup Artists can earn income; doing print work, freelancing doing weddings, fashion shows, working for photographers, in department/makeup stores and for TV/Film companies.

## Curriculum

- Introduction to makeup artistry, the role of the makeup artist
- Makeup kit overview, sanitation and hygiene
- Color theory and color correction
- Skin analysis, skin types and skin care
- Brush tips, techniques and brush care
- Lighting, foundations, powders, face and eyeshapes, contouring and highlighting
- Eye lining and eye shadow, eye brows, false eyelashes, mascara, lip liner, lipstick and glosses, cheeks and blush placement
- Beauty makeup, bridal makeup, special event makeup, high fashion & editorial makeup, runway makeup and back stage etiquette
- Exclusive in-store MAC trend events
- Building a portfolio, business strategies, networking tips and beauty and makeup resources

## Beauty Makeup Artistry Satisfactory Academic Progress Policy

Lu Ross Academy expects all students to maintain Satisfactory Academic Progress (SAP) as established by this institution. The student must:

1. Maintain a cumulative academic average of 'C' (70%) or better on all tests. Tests must be completed within one week of the end of each evaluation period.
2. Turn in all required assigned projects within one week of the end of the course
3. Evaluation periods are at the midpoint (5 weeks) and end (10 weeks) of the course
4. Any incomplete projects not completed within one week of the end of the course will revert to a zero and be factored into the student's Grade Point Average
5. Any student not maintaining a 70% GPA or who is missing projects at the midpoint of the course will receive a warning.
6. Students meeting the minimum requirements for attendance and academic progress and any evaluation point will be considered to be making satisfactory progress until the next evaluation.
7. Due to the short length of the course, no Leaves of Absence are allowed in the Beauty Makeup Artistry course
8. Students will be provided a written report card with their GPA at the midpoint and the completion of the course.

The grading system for theory and practical is as follows:

<b>100%-90%=A</b>	<b>89%- 80%=B</b>	<b>79%-70%=C</b>
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A minimum of 70% is considered satisfactory. Below C is unsatisfactory.