



TOPLINE BEAUTY COLLEGE

# School Catalog

*Jan 1, 2023 - Dec 31, 2023*

## Topline Beauty College

### *Campus Location*

*Address where training will be provided:*

**130 S. Harbor Boulevard**

**Santa Ana, CA 92704**

**Phone: (714) 839-0808, 0100**

**Web: [www.toplinebeautycollege.org](http://www.toplinebeautycollege.org)**

**Last revised on September 19, 2023**

**This Catalog is at least updated Annually**

## TABLE OF CONTENTS

<b>Approval Disclosure Statement</b>	<b>4</b>
Course Approval	5
<b>About Topline Beauty College</b>	<b>6</b>
Welcome	6
Ownership	6
Mission Statement	6
Educational Objective	6
Non-Discrimination	6
Facilities	6
School Calendar	6
Bankruptcy	7
Health Considerations	7
Courses of Study	7-8
<b>Organization Chart</b>	<b>8</b>
<b>Admission Policy</b>	<b>9</b>
Admission Requirement	9
GED Certification	9
Transferability of Credits Earned	9
Notice Concerning Transferability of Credit	10
English as a Second Language	10
Orientation Class	10
Freshman Class Enrollment	10
Textbooks, Equipment & Supplies	10
<b>Tuition Policy</b>	<b>10</b>
Tuition Charges	10
Collection of Tuition	10
Brush-Up	11
Right to Withhold Transcript and Grades for Non-Payment of Tuition	11
Scholarship	11
<b>Withdrawal and Refund Policy</b>	<b>12</b>
Student's Right to Cancel	12
Refund Policy	12
Hypothetical Refund Example	12
<b>Satisfactory Academic Progress Policy</b>	<b>13</b>
Evaluation Periods	13
Grading System	13
Attendance Status	13
Academic Probation	13
Appeal Procedures	14
Leave of Absence	14
Course Incompleteness	14
<b>School Rules and Regulations</b>	<b>15</b>
Diploma	16
Attendance Policy, Tardy and Make-Up Policies	16
Students Clock Hour Policy	17
Time Card-Credit	17
Student Conduct	17
Other Rules and Regulations	17
Disciplinary Procedure and Dismissal	17
Re-Entry Policy	17
<b>Student Services</b>	<b>18</b>
Job Placement	18
Student Records	18
Housing	18
Career Counseling and Personal Attention	18
Voter Registration	18
Grievance Policy	18

<b>Consumer Information</b>	<b>18</b>
Notice of Student Rights	19
Notification of Right under FERPA	19
Drug and Alcohol Abuse Policy	20
Student Tuition Recovery Funds	21
<b>Academic Courses</b>	<b>22</b>
Curriculum for Cosmetology Course	22-27
Curriculum for Cosmetician Course	28-30
Curriculum for Manicurist Course	31-33
Curriculum for Advanced Manicuring Course.....	34-37
Curriculum for Barbering Course.....	38-42
Curriculum for Barber Crossover for Cosmetology Course.....	43-44
Curriculum for Cosmetology Crossover for Barber Course.....	45-46

## ***Approval Disclosure Statement***

**Topline Beauty College**, as a private institution and for-profit corporation was granted institutional approval to operate by the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section 94802.

### **Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.**

This approval does not mean that:

- (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that
- (2) the approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.

The following courses are approved:

Course	Clock Hours	Months	Inst. Weeks	Award
Cosmetology (English, Spanish, Vietnamese)	1000	6-10	25-37.5	Diploma
Cosmetician (English, Vietnamese)	600	4-8	15-30	Diploma
Manicurist (English, Vietnamese)	400	3-5	10-20	Diploma
Barbering (English, Spanish, Vietnamese)	1000	6-10	25-37.5	Diploma
Advanced Manicuring (English, Vietnamese)	600	4-8	15-30	Diploma

Course	CIP	SOC	O*NET	Occupations
Cosmetology	12.0401	39-5012	39-5012	Hairdressers, Hairstylists and Cosmetologists
Cosmetician	12.0409	39-5094	39-5094	Skin Care Specialists
Manicurist	12.0410	39-5092	39-5092	Manicurists and Pedicurists
Barbering	12.0402	39-5011	39-5011	Barber
Advanced Manicuring	12.0410	39-5092	39-5092	Manicurists and Pedicurists

**CIP Codes:** US Department of Education regulations as of July 1, 2011, require the institution to identify programs by Classification of Instructional Programs (CIP) Code, with links to the US Department of Labor/Employment and Training Administration's Occupational Information network. For more information for CIP codes please visit web site at [www.nces.ed.gov/ipeds/cipcode](http://www.nces.ed.gov/ipeds/cipcode).

**SOC Codes:** The Standard Occupational Classification (SOC) system is used by Federal statistical agencies to classify workers into occupational categories. For more information regarding SOC codes please visit internet web site at [www. Bls.gov/SOC/](http://www.bls.gov/SOC/). Also visit at <http://www.onecenter.org/overview.html> regarding occupational title for course of study.

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225 Sacramento, CA 95834, PO Box 980818, West Sacramento, CA 95798-0818 [www.bppe.ca.gov](http://www.bppe.ca.gov), phone: (888) 370-7589 or fax: (916) 263-1897; or phone: (916) 574-8900 or fax: (916) 263-1897

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

As a prospective student, you are encouraged to review this School 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. This Institution provides the school catalog to a prospective student and any interested person; this is done by giving a hard copy of the catalog or providing the website and link to download the catalog to anyone that solicits this from the Institution.

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

It is Topline Beauty College's policy to provide a prospective student a copy of Catalog, a general student brochure and School Performance Fact Sheet.

The school catalog, a School Performance Factsheet for each educational program, student brochure offered by the college, a link to the Bureau's internet web site and the college's most recent annual report submitted to the bureau are provided at the college's website, [www.toplinebeautycollege.org](http://www.toplinebeautycollege.org)

Students may access the bureau's internet web site by using computers at the college's admission office.

**Courses Approval by:**

Board of Barbering and Cosmetology (BBC)

2420 Del Paso Road Suite 100, Sacramento, CA 95834

(Phone) 800-952-5210, (Fax) 916-575-7281, Web site: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

**Bureau for Private Postsecondary Education (BPPE)**

1747 North Market Blvd., Suite 225 Sacramento, CA 95834,

PO Box 980818, West Sacramento, CA 95798-0818

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

phone: (888) 370-7589 or fax: (916) 263-1897; or phone: (916) 574-8900 or fax: (916) 263-1897

National Accrediting Commission of Career Arts & Sciences (NACCAS)

3015 Colvin Street, Alexandria, VA 22314

(Phone) 703-600-7600, (Fax) 703-379-2200, Web site: [www.naccas.org](http://www.naccas.org)

Topline Beauty College (TBC) provides its School Catalog to a prospective student or to the general public when requested free of charge. The School Catalog is available in English, Spanish and Vietnamese languages. The college provides all applicants, enrollees or students with School Catalog, Performance Fact Sheet, Enrollment Agreement and any information that is relevant to their decision to enroll or to satisfactorily complete the course in the language in which the course will be taught. For instance, applicants enrolling in the Manicurist (Vietnamese) programs will be given a copy of the Vietnamese catalog, Vietnamese enrollment agreement, etc.

Topline Beauty College does **not** participate in Federal or State Student Aid.

Topline Beauty College does **not** offer any Federal, private or institutional loan program.

The college does **not** offer distance education.

**All information contained in this School Catalog is current and correct and is certified as true.**

**The college revises and updates its Catalog at least once a year.**

---

**Cindy Vu**

**President/Owner**

**Topline Beauty College**

Topline Beauty College is wholly owned and operated by Topline Beauty College Inc., which is owned by Cindy Vu.

## ***About Topline Beauty College***

### **Welcome to Topline Beauty College!**

It is a pleasure to have you with us at Topline Beauty College. You are now entering a field that will provide you with the opportunity for a successful future in the beauty industry.

At Topline Beauty College, we offer you the basic training to pass the California Board of Barbering & Cosmetology license examination. We place emphasis on how to be successful in the marketplace and in your own operations to create the lifestyle you desire. This means hard work, dedication and practice on your part. You will practice shop management, business concepts and the psychology of personal success. The degree of your potential success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely, Cindy Vu, President/Owner

### **Mission Statement**

Topline Beauty College is dedicated to student success by cultivating professionals through quality post-secondary education that prepares our graduates to successfully pass the State Board Examination and become successful members of the top salon or spa professions.

### **College Objectives**

Our primary objective at Topline Beauty College is to offer each of our students with high quality teaching and training so that they may be prepared to successfully pass the state board examination and become a successful professional in the cosmetology industry. In order to fulfill our objective, we not only teach the techniques and artistry of cosmetology; we also teach poise, charm, self-reliance, business practices, and personal hygiene. We continually survey the profession to keep abreast of current trends, designs and techniques required by employers. Teachers give “individual” as well as “class” instruction. This combination helps serious students realize their goals.

### **Statement of Non-Discrimination**

Topline Beauty College is firmly committed to providing educational programs to otherwise eligible students regardless of age, race or color, creed, ethnic origin, religion, national origin, sex, disability, or medical condition, except under special circumstances that would constitute either an occupational limitation or a limitation in participation in the program offered.

### **Instructional Facilities**

Topline Beauty College is a spacious (7,000 sq. ft.) air-conditioned, one story modern facility with many benefits to our staff and students. We are located at 130 S. Harbor Boulevard, Santa Ana, CA 92704, where all of our educational programs are taught. Our school simulates salon conditions to help our students “learn-by-doing”, with modern equipment and a variety of supplies that help enhance our students’ product knowledge. Mirrored stations, shampoo bowls, sterilizers, manicuring tables and stools, mannequins, dryers, portable dryers and other equipment are furnished for the benefit of students. Educational classroom equipment consists of TV monitors, VCR/DVD players, visual aid, teaching machine and CD player, which are for the use of students’ education. A student lounge is provided for the students’ use for eating and breaks. Each student uses a locker to keep his/her uniform and private articles. Our students learn how to manage the reception desk, logging patrons in, answering the phone and operating the cash register. Our students learn inventory control and assist in operating our supply system. One of our main goals in institutional objective is to help the student become “salon ready”. The college maintains a resource library for the use of our students and instructors.

**School Calendar:** Classes begin EVERY TUESDAY for all classes.

**Hours of Operation:** Tuesday through Saturday                      9:00 a.m. to 5:30 p.m.

**Holidays:** Topline Beauty College observes the following holidays during which the school is closed:

- New Year’s Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break
- Christmas Break

A “special” holiday may be declared for emergencies or special reasons.

### **Pre-Enrollment Information and General Rules**

Each prospective student receives a copy of school catalog and School Performance Fact Sheet before enrollment. The School Performance Fact Sheet contains the recent Completion rates, Placement rates, License examination passage rates and salary or wage information.

Although general rules are reviewed during orientation, students are individually responsible for knowledge of all College rules and regulations including student conduct, attendance, make-up work, termination, refund policy etc. published in this catalog or communicated by the administration via written notices. Students must be aware that criteria for admission and/or graduation may differ depending upon the individual program. Some programs demand more stringent requirements than others. For more detailed information, contact the respective department. Each student receives a syllabus when class starts. The syllabus contains methods and practices used in each of the academic departments to facilitate the students' learning process.

### **Bankruptcy**

Topline Beauty College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has never filed a petition within the preceding five years, or never had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

### **Health Considerations**

Generally, the professional in the beauty 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 believe they can fulfill training demands.

## **Courses of Study**

### **Cosmetology: (1,000 Clock Hours) (English, Spanish, Vietnamese)**

The course of study for students enrolled in Cosmetology course shall consist of sixteen hundred (1,600) clock hours of the state mandated instruction in hair cutting and styling, manicuring, pedicuring, facial treatments, shampooing, chemical applications, esthetics, shop management, sanitation and safety, customer service, and applicable professional and labor laws and regulations.

**Educational Goals:** The Cosmetology course of study is designed to prepare students to cut, trim, and style scalp, facial, and body hair; apply cosmetic preparations; perform manicures and pedicures; massage the head and extremities; and prepare for practice as licensed cosmetologists in specialized or full-service salons (CIP Code 12.0401, SOC Code 39-5012).

### **Cosmetician (600 Clock Hours) (English, Vietnamese)**

The course of study for students enrolled in Cosmetician course shall consist of six hundred (600) clock hours of the state mandated instruction in the practice of facials, makeup, eyelashes, decontamination and infection control; health and safety; facial; temporary hair removal (by waxing or tweezing); color and skin analysis; client consultation and care; applicable laws and regulations; business practices; and sometimes related alternative healing regimens.

**Educational Goals:** The Cosmetician course of study is designed to prepare students to give facials, apply makeup, apply eyelashes, remove hair and provide skin care and to function as licensed estheticians and skin care specialists (CIP code 12.0409, SOC Code 39-5094).

### **Manicurist (400 Clock Hours) (English, Vietnamese)**

The course of study for students enrolled in Manicuring course shall consist of the four hundred (400) clock hours of the state mandated instruction in manicuring theory; skin anatomy; nail growth, irregularities, and diseases; sterilization and sanitation; equipment and table maintenance; cuticle, blemish, and rough skin removal; nail filing, shaping, and polishing; cream application and extremity massage; nail sculpture and design art; product storage and use; customer service; laws and regulations; and business practices.

**Educational Goals:** The course of study is designed to prepare students to shape fingernails and toenails, remove unwanted skin and blemishes, apply polish and cosmetics to nails, and function as licensed manicurists or nail technicians/specialists (CIP code 12.0410, SOC Code 39-5092).

### **Advanced Manicuring (600 Clock Hours) (English, Vietnamese)**

The course of study for students enrolled in Advanced Manicuring course shall consist of the six hundred (600) clock hours of the state mandated instruction in manicuring theory; skin anatomy; nail growth, irregularities, and diseases; sterilization and sanitation; equipment and table maintenance; cuticle, blemish, and rough skin removal; nail filing, shaping, and polishing; cream application and extremity massage; nail sculpture and design art; product storage and use; customer service; laws and regulations; and business practices. This is a specialty course covers all aspects of Manicuring and Pedicuring. Successful completion of this course and successful completion for the State Program Examination and Licensure, will allow the graduate Manicurist to perform all skills as Manicuring, Pedicuring, Acrylic Nails, Nail Tip Applications, Nail Wraps and Repairs. **Educational Goals:** The course of study is designed to prepare students to shape fingernails and toenails, remove unwanted skin and blemishes, apply polish and cosmetics to nails, and function as licensed manicurists or nail technicians/specialists (CIP code 12.0410, SOC Code 39-5092).

**Barbering (1,000 Clock Hours) (English, Spanish, Vietnamese)**

The course of study for students enrolled in Barbering course shall consist of fifteen hundred (1,500) clock hours of the state mandated instruction in facial shaving; beard and mustache shaping and trimming; shampooing; hair cutting; hair styles and styling art; facial treatments and massage; chemical applications; hair and scalp anatomy and physiology; hairpiece and toupee fitting; equipment operation; health and safety; customer service; and shop business practices.

**Educational Goals:** The Barbering course of study is designed to prepare students to shave and trim facial/neck hair and beards, cut and dress hair, fit hairpieces, give facial and scalp massages, apply cosmetic treatments, and to prepare for licensure as professional barbers at various levels (CIP Code 12.0402, SOC Code 39-5011).

**President**

Cindy Vu

**Compliance Director**

Jose Munoz

**Admissions Officer**

Nga Tran

**Registrar**

Nga Tran

**Placement Officer**

Nga Tran, Van Anh Thi Pham

Instructor	Course	Instructor Qualifications
Cindy Vu	Manicurist English, Vietnamese Cosmetician English, Vietnamese Cosmetology English, Vietnamese	Licensed Cosmetologist from BBC for 32 years Have 25 years of experience in teaching the subject.
Nancy Huyh	Cosmetician English, Vietnamese Manicurist, Vietnamese	Licensed Cosmetologist from BBC for 18 years Have 16 years of experience in teaching the subject.
Laura Gonzalez	Cosmetology English, Spanish Barber Cosmetology, Spanish	Licensed Barber and Cosmetology from BBC for 6 years Have 5 years of experience in teaching the subject.
Sara Rodriguez	Cosmetology Spanish	Licensed Barber from BBC for 24 years Have 5 years of experience in teaching the subject

***Admission's Policy*****Admission Requirements**

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

**A)** Applicant must provide a copy of his/her High School Diploma, GED or its equivalent, and pass an admissions test, SLE test (Scholastic Level Exam) Form IV. Topline Beauty College will verify the authenticity of the diploma prior to enrolment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation and courses completed. If transcript is not available, the student will be required to meet the Ability-to-Benefit (ATB) requirements or take and pass GED test prior to enrollment.

**B)** Students lacking the High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10<sup>th</sup> grade education level or its equivalent as required by the Board of Barbering & Cosmetology and pass an Ability-to-Benefit (ATB) exam prior to admission. Students admitted under this criterion, will be required to pass one of the Ability-to-Benefit tests approved by the US Department of Education administered by an independent proctor. Students subject to these criteria are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently, our school is using the CELSA Ability-to-Benefit. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available after one week waiting period and the independent proctor will explain and provide you with the re-testing procedures.

**C)** Student must show English language proficiency. A passing score on either the SLE admissions test or the CELSA Ability-to-Benefit test will be acceptable in showing English language proficiency.



### **Re-entry**

A student who has withdrawn from Topline Beauty College may re-enter into the program she/he has withdrawn without the loss of the hours she/he earned. The college reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment. If accepted by the college the student will re-enter in the same progress status as she/he left.

### **High School Program Completion**

It is possible to complete a certificate program without earning a high school diploma. Many individuals, however, may want to obtain a high school diploma or its equivalent for personal employment reasons.

The following educational agencies may be contacted regarding obtaining the high school diploma, GED test and/or certificate of proficiency:

California State University Fullerton	(714) 278-2487
Coastline Community College	(714) 241-6184
Garden Grove Unified School District (Chapman Adult Education Center)	(714) 663-6520
Huntington Beach Adult/Alternative School	(714) 842-4779
Santa Ana Centennial Education Center	(714) 241-5720

### **Transferability of Credits Earned**

Students previously enrolled in an accredited school of Cosmetology may submit their academic records to Topline Beauty College for review and possible transfer of credit.

The College will either:

- 1) Accept the transfer credit based upon a review of the official transcript from an accredited institution provided those courses are part of the College's approved curriculum for that program of study, or
- 2) Administer a comprehensive exam for each course that measures and affirms the student's previous education. A score of 75% or better is required for each such exam in order to receive credit for that particular course. It may be necessary to administer a series of examinations both in theory and hands-on in order to validate the granting of credit for previous education. If a satisfactory result is achieved, the student's training period may be reduced proportionately. Students who are granted such credit may have their tuition reduced proportionately.

All out of state applicants must furnish the FORM B of credit hours from the California Board of Barbering/Cosmetology and it must be notarized from the previous school you attended.

The transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

SAP evaluation periods are based on actual contract hours at the institution.

The college does not charge for assessment of student's previous training.

The college does not award credit for prior experiential learning.

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

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

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

### **English as a Second Language**

The College does not provide instruction for English as a Second Language, and neither does it provide services for obtaining visa. The College reserves the right to refuse admission to any applicant who does not meet the College's established criteria for admission. A student must prove his/her level of proficiency in either language by providing a high school diploma or its equivalent (i.e. GED, ATB etc.) from a country where the language is an official language. A foreign high school diploma must be both translated and evaluated by an outside agency to certify that the education is equivalent to a U. S. High School Diploma. Cosmetology, Barbering, Cosmetology Crossover and Barber Crossover instructions are provided in English, Spanish and Vietnamese languages.

Cosmetician, Manicurist and Advanced Manicuring instructions are provided in English and Vietnamese languages.

The College provides any relevant written information, such as Catalog, School Performance Fact Sheet and Enrollment Agreement, in the language the instruction is offered in.

### **Students Admitted to Other Schools**

The College does not recruit students who are admitted or attending other schools offering similar program of study.

### **Orientation Class**

Orientation classes for all students are held on every Saturday from 10am to 12pm. Students are not allowed to clock in during orientation. All new, re-enrolling or transferring students must attend orientation prior to the start of all new classes.

## Freshmen Class Enrollment

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. (See Academic Programs starting on page 22.) The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows:

**Barbering and Cosmetology 200 hrs. Cosmetician: 80 hrs. Manicurist: 50 hrs.**

Topline Beauty College considers the freshman classes to be the foundation for your future.

## Textbooks and Supplies

Textbooks will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the freshman classroom. At the beginning of the freshman training, each student will be issued a complete set of supplies with a carrying case. The kit contains the tools and supplies necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's kit, either lost or stolen. Students must learn to be responsible for the tools of their trade.

## Graduation Requirements

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

All tuition, fees and charges must be paid in full prior to the release of final papers.

Graduating students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination (if applicable).

## Tuition Policy

### Tuition Charges

-Tuition is disclosed and agreed upon at the time of enrollment. All terms and obligations are reflected in the enrollment agreement. The entire tuition and fees are due on the first day of instruction only if the course is designed to be completed in four months. For the courses longer than four months, partial tuition is due on the first day of each payment period.

Program	STRF Fee*	Registration Fee*	Tuition				Total Tuition	Books/Supplies	Total Cost
			1 <sup>st</sup> PP*	2 <sup>nd</sup> PP	3 <sup>rd</sup> PP	4 <sup>th</sup> PP			
Cosmetology	\$0.00	\$250	\$3,060	\$3,060	\$680	N/A	\$6,800	\$950.00	\$8,000.00
Cosmetician	\$0.00	\$250	\$1,650	\$1,650	N/A	N/A	\$3,300	\$500.00	\$4,250.00
Manicurist	\$0.00	\$250	\$800	\$800	N/A	N/A	\$1,600	\$500.00	\$2,200.00
Barbering	\$0.00	\$250	\$3,060	\$3,060	\$680	N/A	\$6,800	\$950.00	\$8,000.00
Advanced Manicuring	\$0.00	\$250	\$1,200	\$1,200	N/A	N/A	\$2,400	\$350.00	\$3,000.00

**"The total charges for the current period of attendance AND an Estimated Total Charges for the entire educational program" are the same. "Total Charges" means the sum of institutional and noninstitutional charges."**

**Also, the Total Charges the student is obligated to pay upon enrollment is stated clearly in the enrollment agreement.**

\*Registration Fee: Non-Refundable

\*PP is for payment period.

\*Books/Supplies: Once used, books and supplies are not refundable due to sanitary considerations.

\*STRF Fee: Student Tuition Recovery Fund Fee is Non-Refundable. This fee is paid by the school on behalf of the student.

**\* The College reserves the right to change the tuition and fees and make subsequent changes without prior notice when necessary. Any change in tuition and fees will not affect students who has enrolled prior to the change.**

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

### Collection of Tuition

Students are expected to contribute from their own family resources toward the student's cost of attendance. At the student's option, the college may accept payment in full for tuition and fees after the student has been accepted and enrolled and the date of the first-class session is disclosed on the enrollment agreement for Manicuring course.

For students enrolled in Cosmetology, Cosmetician courses, the college charges tuition proportionately according to the payment periods, which shall not exceed more than one term or four months of advance payment of tuition at a time.

It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance to their means. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation.

### **The Method of Payments**

The school accepts cash, debit/credit card, money order, check, TRA and Rehab as payment of monies owed to the school.

### **Extra Instruction Charges**

Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the 25% of the expected duration of the course beyond the expected completion date, an extra instruction charge will be assessed for the additional time necessary to complete the required hours based on the student's scheduled hours of attendance (not the actual hours attended). An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology, Cosmetician, Barbering, Advanced Manicuring, Barber Crossover and Cosmetology Crossover: \$3.00 / Hour, Manicurist: \$2.00 / Hour

TBC does not use collection correspondence such as banks, collection agencies, lawyers or any other third parties representing the college.

The college does not sell or discount promissory notes or contracts to third parties.

### **Scholarship**

The College does not award any institutional scholarship, fee waiver or incentives.

### **Pre-Application for Licensing Exam**

Students will be allowed to pre-apply for the licensing exam provided they have paid their account in full at the appropriate pre-application clock hours and provided they have maintained a 90% attendance ratio throughout their program of study and have not received any suspensions. Out of state and transfer students will not be allowed to pre-apply.

**School Closure:** If the school closes subsequent to a student's enrollment and before the completion of instruction in the course, the school shall at its option:

1. Provide a pro-rata refund of all money paid; or
2. Provide for the prompt completion of the course at schools in the neighborhood with no additional charge.
3. The college will notify students individually of the availability of these arrangements or teach-out plans and advertise them as such.
4. Submit the list of all students who were enrolled at the time of closure including the amount of each pro-rata refund to all relevant agencies and dispose school records in accordance with state laws.

### ***Withdrawal and Refund Policy***

Topline Beauty College's withdrawal and refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. The college's withdrawal and refund policy comply with all federal and state regulatory agencies such as UDSE, BPPE etc.

### **Student's Right to Cancel**

The student or legal guardian has the right to cancel the enrollment agreement and obtain a refund of charges paid except a \$150.00 non-refundable registration fee 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 Registrar 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. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered in person.

### **Determination of Withdrawal from School**

The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the Registrar office of your intent to withdraw. Only the Registrar office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period (14 days) and fail to inform the school that you are not withdrawing. (Unofficial withdrawal) The college monitors attendance at least once in every fourteen (14) days.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA. If a student on an approved LOA notifies the college that he or she will not be returning, the date of withdrawal determination is the earlier of the scheduled date of return from LOA or the date the student notifies the college that the student will not return.

### **Grounds for Disciplinary Action    (Grounds for Termination)**

1. Unsatisfactory academic performance,

2. Unsatisfactory attendance,
3. Frequent tardiness or leaving early,
4. Unprofessional behavior such as academic dishonesty and/or conduct that disrupts the learning process in the classroom or reflects unfavorably upon the school and/or its students. Consult your administration department for additional information.

### **Disciplinary Procedure and Dismissal**

All disciplinary matters will come before the Administration, which will review the written complaint, interview the parties involved, and make a determination of the action to be taken. This may result in the dismissal of the charge, probation, suspension for a particular length of time, dismissal of the student, or other appropriate action. Termination may also be the result of a student violating the following policies: a) satisfactory academic progress, b) attendance, and/or c) the student conduct and regulations policy.

### **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 \$ 150.00 and STRF fee is non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement within cancellation period, 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. The college will perform refund calculation within 6 weeks of official withdrawal. 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 determination date. 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.

### **Rejected Enrollment:**

All funds paid except a non-refundable registration fee will be returned if the student is rejected for enrollment.

### **Course Cancellation:**

If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at schools in the neighborhood.

**School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a pro-rata refund of all money paid; or
2. Provide for the prompt completion of the course at schools in the neighborhood with no additional charge.
3. BBC will notify students individually of the availability of these arrangements or teach-out plans and advertise them as such.
4. Submit the list of all students who were enrolled at the time of closure including the amount of each pro-rata refund to all relevant agencies and dispose school records in accordance with state laws.

### **Hypothetical Refund Example**

The following table outlines the refund due based on percentage of training completed, using **scheduled hours** (including absences), assuming you paid following (registration, STRF fees and used kit, books are non-refundable):

#### **Sample of Pro-Rata Refund Calculation for student who failed to return from Leave of Absence and Withdrew from program.**

**"The total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: (1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal."**

Program: Cosmetology 1,600 Clock Hours

Start Date: 4/10/2020

Withdraw Date: 10/09/2020

Hours Completed: 174.50 Hours

Last Day Attended: 07/01/2020

Hours scheduled as of LDA: 302.00 Hours

Calculation based in Total Tuition of \$ 5,800.00 / 1600 = \$3.625 per hour

Scheduled hours of 302 hours = \$1,094.75

Equipment and books \$950.00 = \$2,044.75

STRF: \$3.50 = \$2,048.25

Reg. Fee: \$150.00 Reg. Fee =

Total Charges based on Pro-Rata Calculation: \$2,198.25

Amount Paid as of date of Withdrawal: \$ 2,000.00

Student owes \$ 198.25

Amount owed based in Scheduled 302 Hours: \$ 198.25

**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 a student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid funds.**

## ***Satisfactory Academic Progress (SAP) Policy***

Topline Beauty College expects all of its students to maintain Satisfactory Academic Progress (SAP) as established by this institution. The SAP policy is provided to any prospective student prior to enrollment. The college's SAP policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time).

**The student must:**

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

Regardless of the average level of attendance, students who have more than two consecutive weeks of absences (14 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days up to 180 days are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the "School Rules and Regulations" section of this catalog.

3. Complete the course within one and one-half times (150%) the length of the course as defined in the catalog. For example, a student who enrolls in a 400 hour, 20-week long Manicurist program must complete within 30 weeks. For the purpose of determining the maximum time frame, transfer hours from another institution that are accepted toward the student's educational program are counted both as attempted and completed hours. Students who exceed the maximum time frame will be terminated from the program.
4. Students must meet minimum academic and attendance requirements for each evaluation period of the course to be considered as making satisfactory academic progress until the next scheduled evaluation.

**Evaluation Periods:** SAP evaluation periods are based on **scheduled hours**. Students' compliance with the Satisfactory Academic Progress is assessed as follows:

**Cosmetology** (1000 clock hours): When a student is scheduled to complete 450 hours (15 weeks), 900 hours (30 weeks), and 1000 hours (33 weeks)

**Cosmetician** (600 clock hours): When a student is scheduled to complete 300 hours (7 ½ weeks) and 600 hours (15 weeks)

**Manicurist** (400 clock hours): When a student is scheduled to complete 200 hours (5 weeks) and 400 hours (10 weeks)

**Advanced Manicuring** (600 clock hours): When a student is scheduled to complete 300 hours (7 ½ weeks) and 600 hours (15 weeks)

**Barbering** (1000 clock hours): When a student is scheduled to complete 450 hours (15 weeks), 900 hours (30 weeks), and 1000 hours (33 weeks)

All SAP evaluation shall be completed within seven (7) business days following the evaluation points and be provided to students. Students are required to sign every SAP evaluation form and will receive a copy of every SAP evaluation form.

## **The Academic Year for all Programs is 900 Clock Hours per Academic Year and 30 weeks**

**Grading System:** Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. All copies of evaluation forms are issued to students upon completion of each increment of the course hours as explained above for students' review. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a minimum of "C" (70%) cumulative grade average or practical evaluation to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

### **Academic Grading**

100% - 90% A.....Excellent

89% - 80% B.....Above Average

79% - 70% C.....Average

69% - 50% D.....Unsatisfactory

49% - 00 % F.....Fail

### **Point Grades for Practical Work**

(GPA 4) 4 POINTS = A

(GPA 3) 3 POINTS = B

(GPA 2) 2 POINTS = C

(GPA 1) 1 POINTS = D

(GPA 0) 0 POINTS = F

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

**Leave of Absence Policy:** Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. The student must follow the college's policy in requesting an LOA. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. All requests for LOA must be submitted in advance in writing, include the reason for the student's request and include the student's signature. The LOA request form must be filled out and the date of leave and return must be stated on the form prior to the officer's approval of the LOA. An institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the students at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. Do not request a Leave of Absence unless you absolutely need one. To be granted an approved LOA there must be a reasonable expectation that the student will return from the LOA. A student on approved LOA that meets these criteria is not considered withdrawn and therefore no refund calculation is required. Students on LOA's will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her maximum time frame to complete the course and the period covered by the enrollment agreement (contract) extended by the same number of days taken in the leave of absence. Contract addendum will be prepared to reflect the changes, which must be signed and dated by all parties. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always student's last date of attendance. Students who fail to return from a LOA will be considered withdrawn as of the last class day of attendance prior to the start of the leave and the official determination date will be the expected return date of the leave of absence. The refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 days of the official determination date.

### **Academic Probation**

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. Students who fail to meet SAP standards during a given evaluation period will be placed on satisfactory academic progress probation for one additional evaluation period, if the student appeals the negative progress determination, and if the college determines that SAP can be met by the end of the subsequent evaluation period or the college develops an academic plan for the student, if followed, will ensure that the student is able to meet the college's SAP requirement by a specific point within the maximum timeframe established for the individual student. For the students under SAP probation, satisfactory academic progress will be reinstated only after the student has re-established SAP in accordance with the attendance and grading standards indicated in STANDARDS 1, 2, 3 & 4 of SAP standards as described on page 16 of the school catalog. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation and will be considered making SAP. Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic progress and may be terminated at the discretion of the institution. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply.

### **Appeal Procedures**

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within ten (10) days of college's determination and must describe any circumstances related to the student's academic standing, which the student believes to deserve special consideration, such as but not limited to, an injury or illness of the student, death in the family. The student can attach documentation regarding why the student failed to make SAP and what has changed in the student's situation that will allow the achievement of SAP at the next evaluation period, such as but not limited to doctor's note, death certificate etc. The school committee shall evaluate the appeal within a reasonable time frame (5-10 days) and notify the student in writing of the administrator's decision. The decision of the committee shall be final. All the results of the appeal procedures will be documented in the student's file. All the copies of student's request and college's decisions will be kept in the student's file.

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

**Re-entering Students:** Students, who are re-entering after a period of withdrawal, re-enter in the same academic progress status as when they left.  
**Course Incompleteness:** Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction. Thus, course incompletes, repetition and non-credit remedial courses have no effect upon the college's SAP standards.

## ***School Rules and Regulations***

### **Diplomas and Certificates**

Upon satisfactory completion of the required course hours, and the student has maintained a satisfactory grade on all subjects covered, a diploma will be given to the student. Also, a proof of Training Record will be issued. This record will then become part of the application for examination for your State of California License.

**Neither Diploma nor Certificate of Completion will be issued unless all monies have been paid in full.**

### **Attendance, 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.
- Frequent tardiness and/or absences are cause for disciplinary action such as probation or dismissal.
- All lesson assignments which were missed during any period of absence must be made up. Make-up work will not be permitted during class hours. A record of make-up work is maintained for each student who is required to perform this type of work.
- Students with fourteen (14) consecutive days of absences, in any program of study, will be withdrawn by the College.

## Student Clock Hour Policy

The Board of Barbering and Cosmetology will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven-minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends a 6-hour class day or more. If you are attending less than a 6-hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom. At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. The time card must be signed by the student and the instructor daily. **Instructors may not sign a student in or out and if a student does not clock in or out at lunch, 30 minutes for lunch will be deducted.**

Time cards reflect the student's daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times. Time cards must be maintained in their entirety for 6 years by the school. After clocking in you are required to maintain applied effort. Personal grooming, leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs, you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

## Time Card Credit

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

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card concerning operations is to be applied efforts of the students as they manually perform practical subject.
4. Some practical operations may take longer to perform according to the student. Note the following time frame the Program gives for each operation: **Shampoo/set = 1 1/2 hours, Scalp Treatment = 1/2 to 1 hour, Permanent Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Manicure = 1/2 hour, Hair cut = 1/2 to 1 hour.** Using the above, the Board would understandably not consider a student capable of performing more than 3 permanent waves per day.

## Student Conduct

As adults, it is expected that students will conduct themselves in a mature and professional manner, giving the proper respect and courtesy to his/her classmates, the clients, and the staff of the school. Disruptions of class will not be tolerated at any time. Any such conduct will result in termination from the training program in which he/she is enrolled. A student dismissed for misconduct will be permitted to re-enroll and resume training **only at the discretion of the school.**

## Other Rules and Regulations

The school reserves the right to modify these rules and regulations at any time. All students must comply with the school rules and regulations as a condition of enrollment.

1. Personal Calls – NO Pay phones are available to students. Students are not allowed to use the College telephones for personal use. If a student receives a call at Topline Beauty College, a message will be given to the instructor. If the call is an emergency, every effort will be made to find the student and relay the message.
2. Cell phones and pagers are not permitted to be used in the school by students. **(only for educational purposes)**
3. Breaks - Students are allowed one break every four hours during the school day. Students taking a lunch break must clock out and back in, in accordance with State and school regulations. For this reason, students are not allowed to leave the building or go to the break/lunchroom, in their lunch break, unless they are clocked out on their time cards.
4. Personal conversations should be kept to a minimum. Personal visitors should wait outside the school.
5. The use of or being under the influence of any intoxicants, drugs, or narcotics is strictly forbidden and is cause for student dismissal. All such substances are not permitted on the premises.
6. Smoking – Topline Beauty College maintains a smoke-free environment. Smoking areas are designated outside the school premises. No smoking is permitted in front of any doorway or in any other area around the College, except in those specific areas so designated.
7. Food and Drinks - No food or drinks are allowed in any classroom, unless so designated.
8. You will have an assigned locker for personal possessions. Topline Beauty College is not responsible for any personal items or possessions left in the school.
9. Just as would normally be the case in most salons, every student will be assigned specific daily clean-up duties.
10. Time cards are a matter of strict State regulations and must be accurate. Students are to record on their time card, in the area provided, the activities of their classes, assignments, operations performed, etc. All entries and computations are to be made, in pencil, by the student on his or her own individual card.
11. Students clocking time cards, other than their own, or falsifying time cards are subject to immediate expulsion. Students who leave the building while clocked in are subject to immediate suspension, up to and including expulsion.

12. To thoroughly prepare you for your professional future, we ask that all duties and assignments given to the student by an instructor must be complied with. Should a student refuse any duty or assignment, he/she will be clocked out immediately for at least the balance of the day. If a student is not physically able to perform assignments, he/she will not be allowed to attend school.
13. Students are not allowed to sell any type of merchandise to anyone on school premises.
14. A student may be suspended or terminated for unsatisfactory progress, misconduct, disrupting classes, or for infraction of the rules. In the event of a problem, a personal conference is held with the student so that there can be an opportunity for discussion and resolution of the problem.
15. Physical altercations, aggressive arguments, threats theft or intentional abuse of another person is grounds for immediate expulsion.
16. Please notify the school registrar immediately in writing of any changes of address or phone number.
17. Tuition payments or processing fees are to be made the first day of attendance of every week unless other arrangements have been made on the date of enrollment. The school is not permitted to have a student attend who is delinquent in tuition or processing fees. Students should get validated receipts for all monies paid to the school for tuitions. The student should verify they received proper credit against their month student status reports.
18. Theft or Damage to Equipment – Students are required to maintain cleanliness and orderliness in the classrooms. Students who misappropriate or misuse any equipment or instructional devices may be subject to dismissal and may be billed for damaged or stolen equipment. Equipment mishaps must be reported immediately to the respective department.

### **Grounds for Disciplinary Action**

1. Unsatisfactory academic performance,
2. Unsatisfactory attendance,
3. Frequent tardiness or leaving early,
4. Unprofessional behavior such as academic dishonesty and/or conduct that disrupts the learning process in the classroom or reflects unfavorably upon the school and/or its students. Consult your administration department for additional information.

### **Disciplinary Procedure and Dismissal**

All disciplinary matters will come before the Administration, which will review the written complaint, interview the parties involved, and make a determination of the action to be taken. This may result in the dismissal of the charge, probation, suspension for a particular length of time, dismissal of the student, or other appropriate action. Termination may also be the result of a student violating the following policies: a) satisfactory academic progress, b) attendance, and/or c) the student conduct and regulations policy.

### **Re-Entry**

All students who withdraw may re-enter into the program without the loss of hours earned provided it is within six (6) years from the date of their withdrawal. All records of the student are stored for six (6) years only and it is the responsibility of the student to maintain all documents received from the institution beyond the six-year period. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment. If accepted by the college the student will re-enter in the same progress status as she/he left.

## ***Student Services***

### **Job Placement**

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. The college assists students in placements as often as needed; however, **the college does not guarantee employment to any student.**

### **Student Records**

The college maintains a file for each student who enrolls in the college for a period of 6 years from the student's date of completion or withdrawal. These student files are kept in locked fireproof cabinets in a file room inside the school administrative office. Only authorized personnel have access to the file room. Student data are also entered into RGM school management system on a daily basis to back up students' information in electronic format.

Student's file consists of admission records, academic records, and ANY financial records as one file. Each student's file shall contain all of the following pertinent student records: (1) Written records and transcripts of any formal education or training, testing that are relevant to the student's qualification for admission to the college or the college's award of credit or acceptance of transfer credits such as: (A) Verification of high school completion or equivalency (GED, Home School) or successful completion of ability-to-benefit test; (B) Records documenting units of credits earned at other institutions that have been accepted and applied by the college as transfer credits; (2) Personal information regarding a student's age, gender and ethnicity if that information has been voluntarily supplied by the student; (3) Copies of all documents signed by the student, including contracts and instruments of indebtedness; (4) Records of the dates of enrollment and, if applicable, withdrawal from the college, leaves of absence and graduation; (5) A transcript showing all of the following: (A) The courses that were completed, or were attempted



but not completed and dates of completion or withdrawal; (B) Credit for courses earned at other institutions; (C) The name, address, website address and telephone number of the institution. (6) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received; (7) A copy of documents relating to ANY student financial aid that are required to be maintained by law or by guarantee agency; (8) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity the refund was sent; (9) Copies of any official advisory notices or warnings regarding the student's progress; (10) Complaints received from the student. All students and parents/guardians of dependent minors have the right to inspect information contained in their records. The college observes the "Right to Privacy Act" and will not release any information of any student without the student's or parents/guardians' of dependent minors written consent. Government agencies and accrediting agencies, including BPPE, BBC and NACCAS may inspect, review and copy the student's records without the student consent.

**ALL transcripts are kept permanently, including:**

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

**Referral Services**

Students are referred to community professionals for personal, non-academic counseling.

**Housing**

The College does **not** have dormitory facilities under its control. There are apartments or rooms available within 10 mile radius from the college. The cost of renting a room near the college starts from approximately \$500.00 a month. TBC does **not** find or assist a student in finding housing.

**Career Counseling and Personal Attention**

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

**Voter Registration**

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

**Grievance Policy/Student Complaint Procedure**

Topline Beauty College is dedicated to providing quality education to all its students. If a conflict should arise for any reason, the college's complaint policy is as follows:

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the Instructor in charge.
3. If you are unable to deliver the form to the Instructor you may deliver it to the Owner/President:

**Cindy Vu at 130 S. Harbor Boulevard, Santa Ana, CA 92704**

All grievances regardless of the nature will be turned over to the Owner and reviewed.

4. The President will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours. Records of complaints and their resolution, as applicable, are retained according to the college's record keeping policy for review.

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

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)**

**1747 North Market Blvd., Suite 225 Sacramento, CA 95834**

**Mailing Address: P.O. Box 980818 West Sacramento, CA 95798**

**Tel (916) 574-8900 Toll Free (888) 370-7589, Fax (916) 263-1897**

**Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) E-mail: [bppe@ca.gov](mailto:bppe@ca.gov)**

**Board of Barbering and Cosmetology**

**2420 Del Paso Road Suite 100,**

**Sacramento, CA 95834**

**(Phone) 800-952-5210, (Fax) 916-575-7281, Web site:**

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

## ***Consumer Information***

### **Notice of Student Rights**

**1. 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 School Director, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

**2.** After the end of the cancellation period, you also have the right to stop school at any time and receive a refund for the part of the course not taken. Your refund rights are described in the contract and school catalog

**3.** If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number below for information.

**4.** 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

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

**6.** 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:

**Board of Barbering and Cosmetology**

**2420 Del Paso Road Suite 100**

**Sacramento, CA 95834**

**Toll Free: (800) 952-5210 OR Fax (916) 575-7281**

**BY MAIL:**

**Board of Barbering and Cosmetology**

**PO Box 944226**

**Sacramento, CA 94244-2260**

**Bureau for Private Postsecondary Education**

**1747 North Market Blvd., Suite 225**

**Sacramento, CA 95834**

**Phone: (916) 574-8900 Toll Free: (888) 370-7589 Main Fax: (916) 263-1897**

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

**Mailing Address: Bureau for Private Postsecondary Education**

**P.O. Box 980818**

**West Sacramento, CA 95798-0818**

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

## Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice).

Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office,

U.S. Department of Education, at

400 Maryland Avenue,

SW Washington, D.C. 20202-8520

## **Drug and Alcohol Abuse Policy**

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 85, 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:

### **Charter Hospital**

**6060 Paramount Blvd.  
Long Beach, CA 90805  
(310) 220-1000**

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.

### **Student Tuition Recovery Fund (STRF)**

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 repaid 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**

**at 1747 North Market Blvd., Suite 225 Sacramento, CA 95834,**

**PO Box 980818, West Sacramento, CA 95798-0818 [www.bppe.ca.gov](http://www.bppe.ca.gov),**

**phone: (888) 370-7589 or fax: (916) 263-1897; or phone: (916) 574-8900 or fax: (916) 263-1897**

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

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

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

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

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

Each qualifying institution shall collect an assessment of (\$00.00) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. **Effective April 1, 2024**

## ***Academic Courses***

### **Instructors, Textbook and Reference Books**

Every attempt is made by the college to best utilize the special skills of each instructor to provide the best education available. All the instructors at the college are licensed by BBC and have more than 3 years of experience required by BPPE.

**At the beginning of the first day of a course, each instructor should provide a course outline to every new student.**

Every student should have a required textbook. It is included in the supply which can be purchased at the college. Students have an option to purchase the textbook on their own. In addition to a required textbook, the college maintains a library of text and reference books for faculty and students' use. You need to contact Registrar office to check out and return resources from the library.

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

The curriculum for students enrolled in a cosmetology program consist of One thousand (1,000) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7362.5(a) of the Barbering and Cosmetology Act. Technical and Practical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

**Minimum Specified Technical and Practical Operations Hours:**

<b>50</b>	<b>Health and Safety</b>
<b>50</b>	<b>Board Approved Health and Safety Course (B&amp;P 7389(a))</b>
<b>150</b>	<b>Disinfection and Sanitation</b>
<b>200</b>	<b>Chemical Hair Services</b>
<b>200</b>	<b>Hair Styling Services</b>
<b>150</b>	<b>Skin Care</b>
<b>50</b>	<b>Hair Removal and Lash and Brow Beautification</b>
<b>150</b>	<b>Manicure and Pedicure</b>

**Cosmetology Program****(1,000 Clock Hours)****Subject of Technical and Practical Instruction**

1.	<b>Health and Safety/Hazardous Substances:</b> <ul style="list-style-type: none"> <li>Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics.</li> <li>Training in communicable diseases, including HIV, AIDS, and Hepatitis B</li> </ul>	50
2.	<b>Board Approved Health and Safety Course (B&amp;P 7389(a))</b> <ul style="list-style-type: none"> <li>Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.</li> </ul>	50
3.	<b>Disinfection and Sanitation:</b> <ul style="list-style-type: none"> <li>Procedures to protect the health and safety of the consumer as well as the technician.</li> <li>Operations shall entail performing all necessary functions for disinfecting instruments and kit as specified in Section 979 and 980.</li> <li>Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and kit.</li> </ul>	150
4.	<b>Hair Coloring and Bleaching:</b> Hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers.	100
5.	<b>Chemical Straightening &amp; Waving :</b> Hair analysis and the use of sodium hydroxide and other base solutions. Curl reformation and effective perm techniques. Including chemical reactions and alkaline waves and True acid waves.	100
6.	<b>Wet Hair Styling:</b> Hair analysis, shampooing, finger waving, pin, curling, comb-outs.	50
8.	<b>Thermal Hair Styling</b> Hair analysis, non chemical straightening, waving, curling with hot combs, and hot curling irons, and blower styling. A. Thermal Styling B. Press and Curl	50
9.	<b>Hair Cutting:</b> Hair analysis and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.	75
10.	<b>Scalp and Hair Treatments:</b> Hair and Scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.	25

14. <b>Skin Care:</b> including instruction of beautifying the face, scalp, neck or body by the use of hands using antiseptics, lotions, tonics, or creams that do not result in ablation or destruction of live tissue.	50
<b>Facials:</b> <ul style="list-style-type: none"> <li>• <b>Manual</b> – Cleansing and exfoliating , scientific manipulations, packs and masks,</li> <li>• <b>Electrical</b> – The use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes. (However, machines capable of producing an electrical current shall not be used to stimulate to contract, or for the purpose of contracting, the muscles of the body or face.)</li> </ul>	50
<b>Make-Up:</b> <ul style="list-style-type: none"> <li>• Skin analysis, complete and corrective make-up.</li> </ul>	50
15. <b>Hair Removal and Lash and Brow Beautification :</b> <ul style="list-style-type: none"> <li>• The use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.</li> <li>• Eyelash and brow tinting and perming and the application of false eyelashes.</li> </ul>	50
16. <b>Manicuring and Pedicuring:</b> <ul style="list-style-type: none"> <li>• Water and Oil Manicure, including nail analysis, and hand and arm massage.</li> <li>• Complete Pedicure, including nail analysis, and foot and ankle massage.</li> <li>• Artificial Nails <ul style="list-style-type: none"> <li>1. Liquid and Powder Brush-on</li> <li>2. Artificial Nail Tips</li> <li>3. Nail Wraps and Repairs</li> </ul> </li> </ul>	20 20 50 50 10

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

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

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

### **Cosmetology Performance Objective:**

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

### **Potential Occupations After Completion:**

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

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

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

### **Attitudes and Appreciation to Be Developed:**

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

### **Requirements for Satisfactory Completion of Program:**

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

**Graduation Requirements:**

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

**Licensing Requirements:** Applicants must be 17 years of age or older and have completed the 10<sup>th</sup> grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology program as described above and passed the licensing exam with an overall average of 75%.

**Learning Strategy:**

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

**Instructors:**

As in all phases of any profession everyone has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Class assignments are posted on bulletin boards on a daily basis. Based on the curriculum.

**Grading System:**

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

**ACADEMIC GRADING WORK**

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

**POINT GRADES FOR PRACTICAL**

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

**Definition of terms:**

Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

Instructional Techniques and Methods: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their textbooks, must take and pass assigned tests with a grade point average of 70% (C) or better.

**Classroom Theory and Clinic Floor Instructions:**

Freshman students are scheduled in the classroom daily for theory and practical experience for two weeks. Students begin at the clinic floor on their third week of the program. Students do not work on paying clients until they have completed at least 10% of the total training hours of the course. Full-time and a.m. part-time students have theory class daily for one and a half hours. Part-time p.m. students receive theory class every Saturday. During the clinical floor period, students will be given a daily operation sheet that requires specific operation to be completed daily and submitted upon completion of the sheet with required operations. Students are responsible for professionally cleaning and sanitize their work area upon completion of each operation.

- The board recommends that schools provide training in communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.
- No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

**Instructional Methods:**

Instructional methods include but not limited to question-and-answer, problem solving, visual aids (projector and PowerPoint presentation), video presentations, vendor-product demonstrations, field trips.



## Curriculum for Cosmetician Course (600 Clock Hours)

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

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<b><u>350 Hours of Technical Instruction and Practical Training in Facials</u></b>		
<b>Manual, Electrical and Chemical Facials:</b> 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.	70	140
<b>Preparation:</b> The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.	15	
<b><u>200 Hours of Technical Instruction in Health and Safety</u></b>		
<b>Laws and Regulations:</b> The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
<b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	40	
<b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10	
<b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15	
<b>Health and Safety Course on Hazardous Substances:</b> The health and safety course on hazardous substances and basic labor laws developed by the pursuant to Business and Professions Code section 7389.	30	

**50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up****Eyebrow Beautification:**

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

25

50

**Make-up:**

The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.

20

40

**Total Technical Instruction Hours 235 clock hours**

**Total Practical Training Hours 265 Clock hours**

**Total Hours 600 Clock Hours**

**Cosmetician Performance Objective**

Acquire knowledge of laws and rules regulating California Cosmetology establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.

**Potential Occupation after Completion**

Facialist, Licensed Esthetician, Esthetician, Skin Technician,

**Skills to be Developed**

Learn the proper use of implements relative to all Esthetician services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Esthetician services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.

**Learning Strategy**

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

Resources: Textbooks, notes from class lectures, supplemental materials handed out in classes, school library and demonstrations

**Attitudes and Appreciations to be Developed**

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

**Additional training will be given in the following subject matter:** Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers, preparing a resume, employment development, modeling, desk and reception and other subjects relating to Cosmetology field

**Grading Procedure**

Student's academic performance is graded four times throughout the program, at the completion of: 300 and 600 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 40% toward the grade
2. Practical Operations scores count 40% toward the grade
3. Professionalism count 20% toward the grade

**Grading Scale**

100% - 90%	A	Excellent Performance
89% - 80%	B	Above Average Performance
79% - 70%	C	Satisfactory Performance
69% - 50%	D	Unsatisfactory Performance
49% - or below	F	Fail

**Grading Period**

300 hrs  
600 hrs

**Minimum Average Grade**

70  
70

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

**Requirements for Satisfactory Completion of Course**

Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of “C” (70%) or better. All tuition, fees and charges must be paid in full prior to the release of final papers.

**Graduation Requirements**

When a student has completed the required theory hours and practical operations in Esthetician with a GPA of “C” (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers.

**Licensing Requirements**

Applicant must be 17 years of age or older and have completed the 10th grade, A Cosmetician license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

**Definition of terms:**

Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations means the actual performance by the student of complete services on another person or a mannequin. Instructional Techniques and Methods: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their textbooks, must take and pass assigned tests with a grade point average of 70% (C) or better.

**Classroom Theory and Clinic Floor Instructions:**

Freshman students are scheduled in the classroom daily for theory and practical experience for two weeks. Students begin at the clinic floor on their third week of the program. Students do not work on paying clients until they have completed at least 10% of the total training hours of the course. Full-time and a.m. part-time students have theory class daily for one and a half hours. Part-time p.m. students receive theory class every Saturday. During the clinical floor period, students will be given a daily operation sheet that requires specific operation to be completed daily and submitted upon completion of the sheet with required operations. Students are responsible for professionally cleaning and sanitize their work area upon completion of each operation.

- The board recommends that schools provide training in communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.
- No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

**Instructional Methods:**

Instructional methods include but not limited to question-and-answer, problem solving, visual aids (projector and PowerPoint presentation), video presentations, vendor-product demonstrations, field trips.

## Curriculum for Manicurist Course (400 Clock Hours)

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

Such technical instruction and practical operations shall include:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<b><u>300 Hours of Technical Instruction and Practical Training in Nail Care</u></b>		
<b>Manicures and Pedicures:</b> The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	60	60 & 180 Nails
<b><u>100 Hours of Technical Instruction and Practical Training in Health and Safety</u></b>		
<b>Laws and Regulations:</b> 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.	10	
<b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25	
<b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3	20	10
<b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	10	
<b>Health and Safety Course on Hazardous Substances:</b> The health and safety course on hazardous substances and basic labor laws developed by the pursuant to Business and Professions Code section 7389.	15	

**Total Technical Instruction Hours 140 clock hours**

**Total Practical Training Hours 260 Clock hours**

**Total Hours 400 Clock Hour**

**Additional training will be given in the following subject matter**

Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers, preparing a resume, employment development, modeling, desk and reception and other subjects relating to Cosmetology field.

**Manicurist Performance Objective**

Acquire knowledge of laws and rules regulating California Cosmetology establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurist.

**Skills to be Developed**

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

**Attitudes and Appreciations to be Developed**

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

**Learning Strategy**

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

Resources: Textbooks, notes from class lectures, supplemental materials handed out in classes, school library and demonstrations

**Additional training will be given in the following subject matter:** Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers, preparing a resume, employment development, modeling, desk and reception and other subjects relating to Cosmetology field

**Grading Procedure**

Student's academic performance is graded four times throughout the program, at the completion of: 200 and 400 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

- 1, Theory exam scores count 40% toward the grade
- 2, Practical Operations scores count 40% toward the grade
- 3, Professionalism count 20% toward the grade

Grading Scale			Grading Period	Minimum Average Grade
100% - 90%	A	Excellent Performance	200 hrs	70
89% - 80%	B	Above Average Performance	400 hrs	70
79% - 70%	C	Satisfactory Performance		
69% - 50%	D	Unsatisfactory Performance		
49% - or below	F	Fail		

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

**Potential Occupation after Completion**

Manicurist, Nail technician, Pedicurist

**Requirements for Satisfactory Completion of Course**

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

**Graduation Requirements**

When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers.

**Licensing Requirements**

Applicant must be 17 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the Cosmetology Licensing Exam with an overall average of 75%.

**Definition of terms:**

Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations means the actual performance by the student of complete services on another person or a mannequin. Instructional Techniques and Methods: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their textbooks, must take and pass assigned tests with a grade point average of 70% (C) or better.

**Classroom Theory and Clinic Floor Instructions:**

Freshman students are scheduled in the classroom daily for theory and practical experience for two weeks. Students begin at the clinic floor on their third week of the program. Students do not work on paying clients until they have completed at least 10% of the total training hours of the course. Full-time and a.m. part-time students have theory class daily for one and a half hours. Part-time p.m. students receive theory class every Saturday. During the clinical floor period, students will be given a daily operation sheet that requires specific operation to be completed daily and submitted upon completion of the sheet with required operations. Students are responsible for professionally cleaning and sanitize their work area upon completion of each operation.

- The board recommends that schools provide training in communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.
- No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

**Instructional Methods:**

Instructional methods include but not limited to question-and-answer, problem solving, visual aids (projector and PowerPoint presentation), video presentations, vendor-product demonstrations, field trips.

## Curriculum for Advanced Manicuring Course (600 Clock Hours)

The curriculum for students enrolled in an Advanced Manicuring course shall consists of 600 clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person.

Such technical instruction and practical operations shall include:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<b><u>300 Hours of Technical Instruction and Practical Training in Nail Care</u></b>		
<b>Manicures and Pedicures:</b> The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	60	60 & 180 Nails
<b>Gel Nail Enhancements, Gel Polish and Nail Arts:</b> The subject of gel nail enhancements and nail arts shall include, but is not limited to, the following techniques and procedures: Gel nail treatments how to safely and professionally apply, maintain and remove, UV Gels, Hard Gel Nail Enhancement, soak off gel polish, electric filing, nail art	30	80
<b>SPA Manicure and Pedicure</b>		20
<b><u>100 Hours of Technical Instruction and Practical Training in Health and Safety</u></b>		
<b>Laws and Regulations:</b> 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.	10	
<b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25	
<b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.	20	10
<b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	10	
<b>Health and Safety Course on Hazardous Substances:</b> The health and safety course on hazardous substances and basic labor laws developed by the pursuant to Business and Professions Code section 7389.	15	

**Total Technical Instruction Hours 170 clock hours**

**Total Practical Training Hours 430 Clock hours**

**Total Hours 600 Clock Hours**

### **Advanced Manicuring Performance Objective**

Acquire knowledge of laws and rules regulating California Cosmetological establishments' practices, understand sterilization and sanitation procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurist.

### **Educational Goals**

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

### **Skills to be Developed**

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

### **Attitudes and Appreciations to be Developed**

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

### **Learning Strategy**

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

Resources: Textbooks, notes from class lectures, supplemental materials handed out in classes, school library and demonstrations

**Additional training will be given in the following subject matter:** Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers, preparing a resume, employment development, modeling, desk and reception and other subjects relating to Cosmetology field

### **Grading Procedure**

Student's academic performance is graded two times throughout the program, at the scheduled completion of: 300 and 600 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 40% toward the grade
2. Practical Operations scores count 40% toward the grade
3. Professionalism count 20% toward the grade

Grading Scale			Grading Period	Minimum Average Grade
100% - 90%	A	Excellent Performance	300 hrs	70
89% - 80%	B	Above Average Performance	600 hrs	70
79% - 70%	C	Satisfactory Performance		
69% - 60%	D	Unsatisfactory Performance		
59% - or below	F	Fail		

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

**Requirements for Satisfactory Completion of Course:** Student shall have satisfactorily completed Theory and Operations required by Board of Barbering & Cosmetology with an average grade of "C" (70%) or better.

### **Graduation Requirements**

When a student has completed the required theory hours and practical operations in Advanced Manicuring with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers.

### **Licensing Requirements**

Applicant must be 17 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the course as described above and passed the Manicuring Licensing Exam with an overall average of 75%.



**Definition of terms:**

Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

Instructional Techniques and Methods: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their textbooks, must take and pass assigned tests with a grade point average of 70% (C) or better.

**Classroom Theory and Clinic Floor Instructions:**

Freshman students are scheduled in the classroom daily for theory and practical experience for two weeks. Students begin at the clinic floor on their third week of the program. Students do not work on paying clients until they have completed at least 10% of the total training hours of the course. Full-time and a.m. part-time students have theory class daily for one and a half hours. Part-time p.m. students receive theory class every Saturday. During the clinical floor period, students will be given a daily operation sheet that requires specific operation to be completed daily and submitted upon completion of the sheet with required operations. Students are responsible for professionally cleaning and sanitize their work area upon completion of each operation.

- The board recommends that schools provide training in communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.
- No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

**Instructional Methods:**

Instructional methods include but not limited to question-and-answer, problem solving, visual aids (projector and PowerPoint presentation), video presentations, vendor-product demonstrations, field trips.

**BARBER COURSE CURRICULUM****(1,000 Clock Hours)**

The curriculum for students enrolled in a barber program consist of One thousand (1,000) clock hours of technical instruction and practical operations covering all practices constituting the art of Barber pursuant to Section 7362.5 (a) of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

Minimum Specified Technical and Practical Instruction Hours:

HOURS	SUBJECT
50	Health and Safety
50	Board Approved Health and Safety Course (B&P 7389(a))
200	Disinfection and Sanitation
200	Chemical Hair Services
250	Hair Styling Services
250	Shaving and Trimming of the Beard

Barber Program

(1,000 Clock Hours)

Subjects of Technical and Practical Instruction

1.	Health and Safety/Hazardous Substances: <ul style="list-style-type: none"> <li>• Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics.</li> <li>• Training in communicable diseases, including HIV, AIDS, and Hepatitis B</li> </ul>	50
2.	Board Approved Health and Safety Course (B&P 7389(a)) <ul style="list-style-type: none"> <li>• Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.</li> </ul>	50
3.	Disinfection and Sanitation: <ul style="list-style-type: none"> <li>• Procedures to protect the health and safety of the consumer as well as the technician.</li> <li>• Operations shall entail performing all necessary functions for disinfecting instruments and kit.</li> <li>• Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and kit.</li> </ul>	100
4	Hair Coloring and Bleaching: <ul style="list-style-type: none"> <li>• Hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers.</li> </ul>	100
5.	Chemical Straightening & Waving : Hair analysis and the use of sodium hydroxide and other base solutions. Curl reformation and effective perm techniques. Including chemical reactions and alkaline waves and True acid waves.	100
6.	Wet Hair Styling: Hair analysis, shampooing, finger waving, pin, curling, comb-outs	40
7.	<u>Thermal Hair Styling</u> Hair analysis, non-chemical straightening, waving, curling with hot combs, and hot curling irons, and blower styling. A. Thermal Styling B. Press and Curl	40
8..	<u>Hair Cutting:</u> <ul style="list-style-type: none"> <li>• Hair analysis and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.</li> </ul>	100
9.	Scalp and Hair Treatments: <ul style="list-style-type: none"> <li>• Hair and Scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.</li> </ul>	20
10.	Shaving and Trimming of the Beard	100

<ul style="list-style-type: none"> <li>• Preparing the client's face for shaving, assessing the condition of the client's skin, performing shaving techniques,</li> <li>• applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages</li> </ul>	100
11. Additional Hours <ul style="list-style-type: none"> <li>• Business Practices</li> <li>• Advance Education</li> </ul>	200

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

Salon Mgmt., Communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to the barber field.

Barber performance objective:

- Acquire knowledge of laws and regulations of California's barber establishment practices.
- Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin.
- Acquire business management techniques common to barber
- Acquire knowledge of general theory relative to barber including anatomy, physiology, chemistry and theory

**Potential occupations after completion:**

The Barber course is designed to prepare students for profitable employment as a barber. The knowledge and skills will prepare licensed students for work as a barber, salon manager, hair colorist, salon owner and product demonstrator.

**Skills to be developed:**

The proper use of implements relative to all barber services. Acquire the knowledge of analyzing the scalp and face prior to all services to determine any disorders. Learn the procedures and terminology used in performing all barber services.

**Attitudes and appreciation to be developed:**

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

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

Students have completed Theory and practical instruction required by Board of Barbering and Cosmetology with a grade average of "C" (70%) or better.

**Graduation requirements:**

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

**Learning Strategy:**

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

**Instructors:**

As in all phases of any profession everyone has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Class assignments are posted on bulletin boards on a daily basis. Based on the curriculum.

**Licensing requirements:**

Applicants must be 17 years of age or older and have completed the 10<sup>th</sup> grade. A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barber program as described above and passed the licensing exam with an overall average of 75%.

**Grading System:**

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

ACADEMIC GRADING WORK		POINT GRADES FOR PRACTICAL	
100% - 90%	A....Superior Performance	(GPA 4)	04 Points = A
89% - 80%	B...Above Average	(GPA 3)	03 Points = B
79% - 70%	C....Average	(GPA 2)	02 Points = C
69% - 60%	D....Unsatisfactory	(GPA 1)	01 Points = D
59% - 00%	F .... Fail	(GPA 0)	00 Points = F

**Definition of terms:**

Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations means the actual performance by the student of complete services on another person or a mannequin. Instructional Techniques and Methods: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their textbooks, must take and pass assigned tests with a grade point average of 70% (C) or better.

**Classroom Theory and Clinic Floor Instructions:**

Freshman students are scheduled in the classroom daily for theory and practical experience for two weeks. Students begin at the clinic floor on their third week of the program. Students do not work on paying clients until they have completed at least 10% of the total training hours of the course. Full-time and a.m. part-time students have theory class daily for one and a half hours. Part-time p.m. students receive theory class every Saturday. During the clinical floor period, students will be given a daily operation sheet that requires specific operation to be completed daily and submitted upon completion of the sheet with required operations. Students are responsible for professionally cleaning and sanitize their work area upon completion of each operation.

- The board recommends that schools provide training in communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.
- No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

**Instructional Methods:**

Instructional methods include but not limited to question-and-answer, problem solving, visual aids (projector and PowerPoint presentation), video presentations, vendor-product demonstrations, field trips.