

SIMPLY DIVINE ACADEMY

SCHOOL CATALOG

January 1, 2024 to December 31, 2024

A Non-Accredited Institution

325 West Huntington Drive

301-303 West Huntington Drive - satellite

Monrovia, CA 91016

(626) 831-2228

669-B Plumas Street

Yuba City, CA 95991

(626) 386-5917

www.simplydivine1.com

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

THE SCHOOL CATALOG AND ENROLLMENT AGREEMENT ARE ONE DOCUMENT.

1/1/2025

APPROVALS DISCLOSURE

SIMPLY DIVINE ACADEMY has been granted institutional approval from the **Bureau for Private Postsecondary Education (BPPE)**. The Bureau's approval means that the institution is in compliance with state standards as set forth in the CEC and 5, CCR, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be renewed every five years and is subject to continuing review. The courses approved by BPPE are:

Barbering for 1000 Clock Hours SOC 39-5011

Cosmetology for 1000 Clock Hours SOC 39-5012

Esthetician for 600 Clock Hours SOC 39-5094

Manicuring for 400 Clock Hours SOC 39-5092

Hairstyling for 600 Clock Hours SCO 39-1012

Cosmetology, Esthetician and Manicuring are approved to be taught in English and Spanish.

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

Phone: (916) 574-8900

Toll Free: (888) 370-7589

All programs are also approved by the **California Board of Barbering & Cosmetology (BBC)** which set minimum standards for our programs of study in accordance with Education Code Section 94915.

Board of Barbering and Cosmetology

2420 Del Paso Road Suite 100

Sacramento, CA 95834

1-800-952-5210

Fax (916) 575-7281

Email: barbercosmo@dca.ca.gov

ACCREDITATION

Simply Divine Academy in Monrovia is currently in Candidate status for accreditation with:

National Accrediting Commission of Career Arts and Sciences

3015 Colvin Street

Alexandria, VA 22314

(703) 600-7600

Currently our academy does not offer any type of federal or state financial aid to cover the financial costs associated with our courses of study.

BANKRUPTCY

Our college is not involved in any type of Bankruptcy action such as having a pending petition before a Bankruptcy court, or operating as a debtor in possession nor have we filed a petition within the preceding five years or have 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.)

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 Website www.bppe.ca.gov

NOTE

The college reserves the right to change the tuition and fees and make subject changes without prior notice when necessary. Any change will not affect enrolled students.

WELCOME MESSAGE FROM THE OWNER

Dear Prospective Student,

Welcome to Simply Divine Academy and thank you for considering our college to assist you in obtaining your desired training. You are now entering a field experience that will hopefully provide you with the opportunity for a successful future in the barber or beauty industry.

Simply Divine Academy welcomes all persons interested in a barbering or beauty career. We are happy to have you visit the school at any time. Come in and see our facilities and the teaching staff and consider the many advantages for serious students. We will be pleased to answer all your questions.

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

It is a pleasure to have you join us at Simply Divine Academy; our goal is to help you discover your ability to transform your life through your training. Training is your investment in your future and the degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

Ms. Keshia Darden

CEO/Director

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MISSION STATEMENT

Simply Divine Academy's mission is to guide the student to excel at the theory and practical skills to pass the state licensing examination and to become "shop-ready" for an entry-level position of employment.

EDUCATIONAL OBJECTIVE

To provide each enrolled student with a high-quality program, in an environment conducive to attaining real-world skills, by adopting a straightforward pragmatic methodology.

Students will be introduced and provided structured instruction in a learning environment that offers time to acquire hands-on experiences and acquire the knowledge and techniques needed to successfully complete their programs of study.

Our school simulates shop and salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. Our students practice managing the reception desk, setting appointments, answering the telephone, operating the cash register and assist in operating our supply system.

The Simply Divine Academy faculty is exhibited daily in the classroom and on the clinic floor. This core staff is supplemented with guest artists, lecturers and trainers with proven expertise from virtually all barbering and beauty spectrums.

Upon completing the course of study, the graduate should be able to function effectively in one of the areas such as: Barber, Cosmetologist, Hairstylist, Esthetician, Manicurist, Makeup Artist, Waxer, Barber or Beauty Supply/Equipment Sales Representative. Normal progression should move him or her to positions such as Barber or Salon Shop Manager, Barber or Salon Shop Owner or School Owner.

COURSE OF STUDY

BARBERING COURSE: The course of study for students enrolled in a Barbering course shall consist of one thousand (1,000) clock hours of technical instructional and practical operations covering all practices constituting the art of barbering.

Educational Goals: The Barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber (S.O.C. 39-5011).

A Barber must be licensed to practice in the state of California.

***For licensed Cosmetologists, there is a 400 clock hour curriculum that consists of the Shaving and Clipper cutting curricula not taught in the cosmetology course.

COSMETOLOGY COURSE: The course of study for students enrolled in a Cosmetology course shall consist of one thousand (1,000) clock hours of technical instructional and practical operations covering all practices constituting the art of cosmetology.

Educational Goals: The Cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist (S.O.C. 39-5012).

A Cosmetologist must be licensed to practice in the state of California.

***For licensed Barbers, there is a 400 clock hour curriculum that consists of the skin and nail care curricula not taught in the barbering course.

ESTHETICIAN COURSE: The course of study for students enrolled in a Skin Care course shall consist of six hundred (600) clock hours of technical instructional and practical operations covering all practices constituting the art of skin care (esthetics).

Educational Goals: The Esthetician course of study is designed to prepare students for the state licensing examination and for profitable employment as a Esthetician (S.O.C. 39-5094).

An Esthetician must be licensed to practice in the state of California.

MANICURING COURSE: The course of study for students enrolled in a Nail Care course shall consist of four hundred (400) clock hours of technical instructional and practical operations covering all practices constituting the art of manicuring.

Educational Goals: The Manicuring course of study is designed to prepare students for the state licensing examination and for profitable employment as a Manicurist (S.O.C. 39-5012).

A Manicurist must be licensed to practice in the state of California.

HAIRSTYLING COURSE: The course of study for students enrolled in a Hairstyling course shall consist of six hundred (600) clock hours of technical instructional and practical operations covering all practices constituting the art of hairstyling.

Educational Goals: The Hairstyling course of study is designed to prepare students for the state licensing examination and for profitable employment as a Hairstylist (S.O.C. 39-5012).

A Hairstylist must be licensed to practice in the state of California.

All classes are taught in English; Cosmetology, Esthetician and Manicuring are taught in Spanish as well.

ADMISSION REQUIREMENTS

Enrollees are admitted as regular students under the following criteria:

- Government issued picture identification; **and**
- Social Security **or** ITIN Card; **and**
- High School or College/University Diploma **or** Transcript (that clearly states you have met all graduation requirements), **or** GED, California State Proficiency Test **or** its equivalent,
OR
- If Home Schooled, a valid certification document provided by the state in which you were home schooled must be provided and it must be equivalent to a High School Diploma,
OR
- For a student that graduated high school outside the United States s/he must have the High School Diploma translated into English by an independent evaluator and have it certified that it meets the high school equivalency as required by the United States standards or California Board of Education standards.
- For licensed cosmetologists and barbers: a valid cosmetology or barber license, Government issued picture identification **and** Social Security **or** ITIN Card are required for admissions.

An applicant lacking the High School Diploma or its equivalent, must be at least 18 years old (compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the California Board of Barbering and Cosmetology and pass an Ability to Benefit (ATB) exam prior to admission.

Students wanting to be admitted under these criteria, 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 guidelines. 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 a one-week waiting period and the independent test agency will explain and provide you with the re-testing procedures.

Language proficiency: for English, the completion of 10th grade education level and passage of the CESLA ATB exam if high school completion, or its equivalent is lacking; for Spanish programs, passage of the LPAT-S is required, if Spanish 3 or its equivalent from a US high school OR if having a high school Diploma from a Spanish speaking country is lacking. As listed above, all foreign documents must be translated into English by an independent evaluator.

Simply Divine Academy has not entered into an articulation or transfer agreement with any other college or university.

DISABLED STUDENTS

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

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the barber field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the barber 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. If a female student is pregnant prior to enrollment, she must furnish a letter from her Medical Doctor stating she can work around chemicals and withstand the long hours of standing. This letter must be furnished to enrollment personnel prior to her enrollment. In the case whereas a currently enrolled female student becomes pregnant, she must inform the school and furnish a letter from her Medical Doctor stating she can continue in the course and work around chemicals and withstand the long hours of standing.

STATEMENT-NON-DISCRIMINATION

Simply Divine Barbering Academy does not discriminate on the basis of race, color, religion, ethnic origin, sex, disability, financial status, age, area of origin or residence in its admissions, instruction, or graduation policies.

CREDIT EVALUATION/TRANSFER POLICY

Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Board of Barbering and Cosmetology Act & Rules and Regulations.

Occasionally, a student's acceptance by the college will depend entirely on the Board of Barbering and Cosmetology approval of prior training.

Assessment policies and procedures - Prior hours will be granted to students with training from a licensed Barber or Cosmetology school in California with proper documentation for training obtained that is identical to training provided by Simply Divine Barbering Academy We reserve the right to determine the amount of credit we will accept. Prior hours must be accepted and applied prior to signing an enrollment agreement.

Provisions for appeal: Students may appeal the institution's decision not to accept transfer credits by submitting a written appeal for reconsideration to the CEO, Keshia Bowen, at 313 Unit C W. Huntington Drive, Monrovia, CA 91016.

Student charges - Students that are accepted for enrollment with prior hours will be charged as follows: enrollment fee, transfer fee and kit, tuition based on hours needed multiplied by the current hourly rate. A Transfer fee of \$500.00 is applied to transfer students requiring less than 750 hours of study at Simply Divine Barbering Academy.

Experiential learning – Credit is not awarded for prior experiential learning.

RE-ENTRY POLICY

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of the credits you earn at Simply Divine Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in your selected program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate and/or credits 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 Simply Divine Academy to determine if your certificate will transfer.

ENGLISH AS A SECOND LANGUAGE

This institution does not offer English as a Second Language ("ESL") course. All prospective students that are accepted for enrollment must be proficient in the English language.

CALENDAR/HOLIDAYS

The Academy is closed on the following holidays: New Year's Day, ML King Jr. Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve day, Christmas Day, New Year's Eve Day.

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

Holy Days of all religious beliefs are respected and allowed.

CLASS SCHEDULES

Classes begin monthly unless there is a greater enrollment class, in which case, a class might begin before the first Tuesday of every month.

ATTENDANCE STATUS

Full time: Any student scheduled to attend 30 hours or more per week is considered to be a full-time student.

Part-time enrollment is defined as 20 - 29 hours per week.

ORIENTATION

An Orientation for students is held prior to students beginning class. All new students, transfers and re-enrollment students are required to attend prior to attending his/her first class.

FACILITIES & EQUIPMENT

Simply Divine Academy, where class sessions are held, is located at 325 West Huntington Drive, Monrovia, CA 91016. A 3000 sq. ft., air-conditioned, one story modern facility that is accessible to all public transportation, the facility consists of combined lecture/lab rooms and student shop (clinic floor) area. The

facility also houses the administrative offices for the staff. The school, the facility it occupies and the equipment it utilizes fully complies with all Federal, State and Local laws, regulations and ordinances; this includes those requirements as to fire safety, building safety and health regulations. Barber and stylist chairs, shampoo bowls, dryers, towel steamer, electric and non-electric curling irons, skin care and manicuring are the equipment available to students for training. Additional instruction is held at 301-303 West Huntington Drive, Monrovia, CA 91016, where the clinic floor is located. Styling stations are available for cosmetologists, barbers and hairstylists to use as well as shampoo bowls.

The branch location at 669 Plumas St., Yuba City, CA 95991 is in Northern California where instruction is held. It is a 3000 sq ft air conditioned, one story modern facility that is accessible to all public transportation, the facility consists of combined lecture/lab rooms and student shop (clinic floor) area. The facility also houses the administrative offices. The school, the facility it occupies and the equipment it utilizes fully complies with all Federal, State and Local laws, regulations and ordinances; this includes those requirements as to fire safety, building safety and health regulations. Barber and stylist chairs, shampoo bowls, dryers, towel steamer, electric and non-electric curling irons, skin care and manicuring are the equipment available to students for training.

STUDENT SERVICES

This institution maintains a focus on the delivery of educational services. Should a personal problem which interferes with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance. Placement services, career counseling and drug counseling referral services are available to enrolled students of this institution.

CAREER COUNSELING AND PERSONAL ATTENTION

Students are counseled individually, as often as necessary but at least every six weeks to review the student's progress and adjustment. Successful Barber Shop and Beauty Salon Owners and licensed professionals are scheduled into the school regularly to give demonstrations and to discuss career goals 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, assessments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the Board of Barbering & Cosmetology Examination.

DISCLOSURE OF EDUCATION RECORDS

Student records for all students are kept at the College for five (5) years. Transcripts and certificates earned are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records are inaccurate or misleading, the student may request that errors be corrected. If a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. Students are not entitled to inspect the financial records of their parents.

Written consent is required from the student (or their parent/guardian if the student is a dependent minor) before education records may be disclosed to third parties with the exception of accrediting commissions and governmental agencies so authorized by law.

PLACEMENT ASSISTANCE

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. After passing the exam, students are encouraged to return for placement assistance by reviewing the listings of barber shops and salons seeking employees, the requirements, salary, and other pertinent information. The school does not guarantee placement to any student.

DRUG ABUSE PREVENTION PROGRAM

The College makes the following information available to its students, staff, and instructors. Any individual associated with Simply Divine Barbering Academy, who is seeking information, counseling, or assistance concerning Drug Abuse and/or Prevention may call or visit the following agency:

Drug Rehab Monrovia
(626) 600-1366

LIBRARY RESOURCES

Our campus has a resource center in which computers and current magazines, Barber & Cosmetology reference books, videos & DVD's are maintained. Most of these materials, not the computers, can be checked out for overnight use. Please see the Director for checking out resources during school hours.

SCHOLARSHIPS

Our Academy does award institutional scholarships periodically. Please check with the Director for current promotions.

ADMISSIONS & FINANCIAL OFFICE HOURS

Applicants for admissions may secure information on Tuesdays – Fridays between 9:00 a.m. - 7:00 p.m.

PROOF OF TRAINING & TRANSCRIPT

The first official Proof of Training (POT) or transcript is provided at no charge. Subsequent copies are available upon advance payment of the POT or transcript fee of \$25.00 for two copies. POTs and Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature.

HOUSING

Our Academy does not offer any type of housing nor do we offer any type of housing assistance (i.e. housing referral, location assistance or financial housing assistance). Housing in the immediate area is available in one- and two- story walkup and garden apartments. Monthly rent for a one-bedroom unit is approximately \$900 a month (www.apartmentguide.com).

VISA SERVICES

This institution does not admit students from other countries, so no visa related services are offered. This institution does not provide airport reception services or other services.

COMPLAINT PROCEDURE

All complaints will be taken seriously. They are to be addressed first with your instructor in a calm and courteous manner. If the matter is not resolved, it should then be taken directly to the an Administrator. If the student feels that the complaint is of a serious nature, it should be put in writing and submitted to your instructor and the school administrator. It needs only be handwritten neatly enough to be legible. Please detail the exact nature of the problem, citing specific concerns. The complaint will then be resolved as quickly and as fairly as possible. Requests for further action may be made to the Owner, Ms. Keshia Darden.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

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

ATTENDANCE PROGRESS EVALUATION: Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory

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

MAXIMUM TIME FRAME

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

COURSE	MAXIMUM TIME ALLOTTED	
	WEEKS	SCHEDULED HOURS
Barbering (F/T 30 hrs/wk.) – 1000 Hours	50 weeks	1500
Barbering (P/T 20 hrs/wk.) – 1000 Hours	75 weeks	1500
Cosmetology (F/T 30 hrs/wk.) – 1000 Hours	50 weeks	1500
Cosmetology (P/T 20 hrs/wk.) – 1000 Hours	75 weeks	1500
Esthetician (F/T 30 hrs/wk.) – 600 Hours	30 weeks	900
Esthetician (P/T 20 hrs/wk.) – 600 Hours	45 weeks	900
Hairstyling (F/T 30 hrs/wk.) – 600 Hours	30 weeks	900
Hairstyling (P/T 20 hrs/wk.) – 600 Hours	45 weeks	900
Manicuring (F/T 30 hrs/wk.) – 400 Hours	20 weeks	600
Manicuring (P/T 20 hrs/wk.) – 400 Hours	30 weeks	600

EVALUATION PERIODS:

Satisfactory Academic Progress will be assessed at the following benchmarks of actual attended hours:

Barbering	Cosmetology	Esthetician	Hairstyling	Manicuring
450 hours	450 hours	300 hours	300 hours	200 hours
900 hours	900 hours			

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint of the course.

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

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. Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school:

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK
100 - 90% Superior Performance	(GPA 4) 4 POINTS=A
89 - 80% Above Average	(GPA 3) 3 POINTS=B
79 - 70% Average	(GPA 2) 2 POINTS=C
69 - 60% Unsatisfactory	(GPA 1) 1 POINTS=D = NOT PASSING
59 - 00 % Fail	(GPA 0) 0 POINTS=F = NOT PASSING

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next evaluation.

WARNING

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

Simply Divine Academy does not offer Title IV funds at this time

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for determining when the allowable maximum time frame has been exhausted.

RE-ENTRY STUDENTS

Regarding Satisfactory Academic Progress, a re-entry student's SAP status will be the SAP status s/he ended the first enrollment.

PROGRESS POLICY

Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate certificate upon completion of their training program.

STUDENT CLOCK HOUR POLICY

The Board of Barbering and Cosmetology will only recognize timeclock 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. 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.

At the completion of the day, your timecard is prepared from the current weekly timecard. 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 timecard. The timecard 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.** After clocking in you are required to maintain applied effort. Timecards reflect the student's daily record of hours and operations. It is important that all your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your timecard so that the hours and operations are transferred correctly to the roster. The timecards are the property of the school and must remain in the school at all times. Timecards must be retained/stored in their entirety for 5 years by the school.

TIMECARD CREDIT: The following is a guideline for the instructor to issue credits:

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the timecard reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the timecard concerning operations are to be applied effort 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: Scalp Treatment = 1/2 to 1 hour, Permanent Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Hair cut = 1/2 to 1 hour

Using the above, the Board would understandably not consider a student capable of performing more than three permanent waves per day.

Personal grooming, leaving the building, reading material not related to your training or activity not related to your training are 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.

LEAVE OF ABSENCE (LOA)

Students may experience extended personal, medical or other problems which make it difficult to attend class. This institution may allow a student under such circumstances to take a Leave of Absence (LOA), from the program. Students needing a LOA for medical, health, welfare or travel must do so in writing and submit it in advance of the leave.

Occasionally, unforeseen circumstances prevent the student from requesting a LOA in advance (i.e. an injury in a car accident which requires extended hospitalization). When certain exceptions apply, as with the example given, notification to the administration office by phone text, email or fax must be done as soon as possible for documentation purposes. The beginning date of the approved LOA is determined by the institution to be the first date that the student was unable to attend the institution because of the event.

In such cases, upon return, documentation to verify the need for the LOA may be requested, and signatures will be required in order to extend the anticipated completion date equally to absences.

There must be a reasonable expectation that the student will return from the LOA in order to for a LOA to be approved.

Students who are granted LOAs will not be assessed any additional charges while they are on LOAs. No refund calculations will be performed during the LOA. Additionally, the student's contract will be extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

A student may request more than on LOA during his/her contracted time frame, however, the cumulative total (number of days) of extended absence days must not exceed one hundred eighty (180) days in any 12-month period.

A student who fails to return from a LOA will be considered dismissed (dropped), as of the class of last attendance prior to the start of the LOA.

TUITION AND FEE SCHEDULE

COURSES	TUITION	REGISTRATION (nonrefundable)	Kit/Texts/Supplies (non-refundable)	STRF*	TOTAL
Barbering	\$8,462	\$250	\$1,023	\$0	\$9,760
Cosmetology	\$8,425	\$250	\$1,300	\$0	\$9,745
Esthetician	\$5,850	\$250	\$882.50	\$0	\$6,982.50
Manicuring	\$3,437	\$250	\$800.50	\$0	\$4,487.50
Hairstyling	\$5,850	\$250	\$800	\$0	\$6,900

Barbering - ESTIMATED TOTAL CHARGES FOR THE PERIOD OF ATTENDANCE AND THE ENTIRE EDUCATIONAL PROGRAM - \$9,735.00

Cosmetology - ESTIMATED TOTAL CHARGES FOR THE PERIOD OF ATTENDANCE AND THE ENTIRE EDUCATIONAL PROGRAM - \$9,745.00

Esthetician - ESTIMATED TOTAL CHARGES FOR THE PERIOD OF ATTENDANCE AND THE ENTIRE EDUCATIONAL PROGRAM - \$6,982.50

Manicuring - ESTIMATED TOTAL CHARGES FOR THE PERIOD OF ATTENDANCE AND THE ENTIRE EDUCATIONAL PROGRAM - \$4,487.50

Hairstyling - ESTIMATED TOTAL CHARGES FOR THE PERIOD OF ATTENDANCE AND THE ENTIRE EDUCATIONAL PROGRAM - \$6,900

*STRF will be charged in addition to the above prices at \$0 per \$1,000 of all fees and rounded downward/upward to the nearest thousand. NOTE: STRF is **non-refundable**.

*Student Tuition Recovery Fund (STRF):

A qualifying institution shall include the following statement on both its enrollment agreement and school catalog

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from 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 to keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N Market Blvd., Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in the teach-out plan approved by the Bureau or did not complete the chosen teach-out plan approved by the Bureau. closed before the course of instruction was completed.
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 a 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 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.

The current STRF assessment is \$0 per \$1,000.00

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, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

The college reserves the right to change the tuition and fees and make subject changes without prior notice when necessary. Any change will not affect currently enrolled students.

METHODS OF PAYMENT

All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available. No interest is charged for participation in the payment plans offered. These payment plans are provided as a free service to our enrolled students. The Financial Advisor will develop a personalized payment program for each individual. The plan will include total costs of selected program, how much is required as a deposit to begin the program and monthly payments and the dates due.

Simply Divine Academy accepts cash, checks and credit cards for payments.

This institution does not participate in federal and state financial aid programs to the students at this time.

LATE FEE CHARGE: If tuition payments are not made as agreed, a late fee will be assessed as follows:

7 days = \$25.00

30 days = \$50.00

unless other arrangements have been made with the school director. Please be advised that if your account becomes delinquent more than 30 and special arrangements have not been made the school may elect to terminate your enrollment in the specified course of study and any fees owing you will be required to pay or the school will pursue legal collection if necessary.

If a student receives a student 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.

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 time frame outlined above, an extra instruction charge will be made for the balance of the hours required or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: \$10.00 per hour or any part thereof.

BRUSH-UP

Students requiring preparation for the licensing exam will be billed at the course hourly rate. Students must furnish their own equipment.

NOTICE OF STUDENT RIGHTS

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.

After the end of the cancellation period, you have the right to withdraw from school at any time and receive a refund for the part of the course not taken that you paid for in advance.

REFUND POLICY

After the cancellation period, the institution provides a pro rata refund of 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. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay the amount that you owe to Simply Divine Academy.

The registration fee of \$250.00 is a non-refundable item.

Equipment, books, supplies, tools, uniforms, kits and all other items issued and received by the student are not returnable and are non-refundable. Once received by the student it will belong to the student and will represent a liability to the student.

Official withdrawal date is the student's notification to the School Director or the school's Determination.

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 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 and fail to inform the school that you are not withdrawing.
- 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.

Course Cancellation: If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, a refund settlement will be made.

School Closure: If the School is permanently closed or no longer offering instruction after a student has enrolled, If any student will not be provided complete educational services or the educational program, the Academy shall provide a plan for providing teach-outs or transfers; OR if no teach-out is contemplated, or for students who do not wish to participate in a teach-out, arrangements for making refunds within 45 days from the date of closure.

BARBERING OUTLINE

The curriculum for students enrolled in a barbering course shall consist of **one thousand (1000) clock hours** of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction in-person by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. The course of instruction in the practical phases of barbering required for a student enrolled in a 1,000-hour course shall include training in basic haircutting and in hairstyling of all textures of hair at the discretion of the school owner or instructor. The practical training shall include performance of the following minimum:

Theory Hours 8e	Required Hours
Barber/Cosmo Act & Regulations	20
Barbering Chemistry	10
Health/Safety/Hazardous	50
Theory of Electricity	5
Disinfection & Sanitation	20
Bacteriology, Anatomy & Physiology	15
T-Haircutting	20
Hairstyling, Curling & Blow Drying	30
Shaving, Facials, Skin Analysis	100
Permanent Waving & Chemicals	30
Hair Coloring & Bleaching	60
Practical Operations*	
Disinfection / Sanitation	80
Haircutting	125
Hairstyling, Curling & Blow Dry	125
Shaving, Facials, Scalp Analysis	150
Permanent Waving & Chemical Straightening	60
Hair Coloring & Bleaching	100

BARBERING PERFORMANCE OBJECTIVE

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

SKILLS TO BE DEVELOPED

1. Learn the proper use of implements relative to all barbering services.
2. Acquire the knowledge of analyzing the scalp, face prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all Barbering services.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. Able to appreciate good workmanship common to barbering.
2. Possess a positive attitude towards the public and fellow workers.

3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

PROGRESS POLICY: Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and clinical work. Results of assessments will be given to students within five (5) school days of the assessment. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. Students must maintain a **"C" (70%)** average to maintain satisfactory academic status. The system detailed below is the system utilized in the school:

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK
100 - 90% Superior Performance	(GPA 4) 4 POINTS=A
89 - 80% Above Average	(GPA 3) 3 POINTS=B
79 - 70% Average	(GPA 2) 2 POINTS=C
69 - 60% Unsatisfactory	(GPA 1) 1 POINTS=D = NOT PASSING
59 - 00 % Fail	(GPA 0) 0 POINTS=F = NOT PASSING

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS 5-65-S: When a student has completed the required theory hours and practical operations with a GPA of "C" (70%) or better, completed the final examination and student's tuition account is paid in full, he or she is awarded a Certificate of Completion certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Licensing Examination.

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

Cosmetology Outline

Business and Professions Code (B&P) Section 7362.5 (a) states: A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology.

Pursuant to B&P 7362.5 © the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:

100 Hours in Health and Safety

Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

Board approved Health & Safety Course (B&P 7389 (a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

100 – Hours Technical Instruction
20 – Laws and Regulations
20 – Hours Chemistry
30 – Hours Health & Safety/Anatomy
5 – Hours Electricity
25 – Hours Infection Control / Microbiology

100 Hours Technical Instruction and Practical Procedures in Disinfection and Sanitation

Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

Disinfection & Sanitation
20 – Hours Technical Instruction

Practical Operations and Hours
80 – Sanitation / Disinfection

250 Hours Technical Instruction and Practical Procedures in Chemical Hair Services

Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers

30 – Hours Technical Instruction
Permanent Waving / Chemical Straightening

Practical Operations and Hours
85 – Permanent Waving /Chemical Hair Straightening

60 – Hours Technical Instruction
Haircoloring// Bleaching

75 – Haircoloring/ Hair Bleaching

225 Hours Technical Instruction & Practical Training in Hair Dressing Services

Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening. Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of shears, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

30 - Hours Hairstyling Technical Instruction

Practical Operations and Hours
75- Wet Hairstyling/ Thermal Styling

20 - Hours Haircutting Technical Instruction

100 - Haircutting

150 Hours Technical Instruction & Practical Training in Skin Care Services

Skin Care: Including instruction on chemical and manual facials, massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

Technical Instruction
50 – Hours Manual, Chemical, Electrical-
Facials & Facial Makeup

100 – Practical Operations and Hours
Manual, Chemical, Electrical Facials
Facial Makeup

75 Hours Technical Instruction & Practical Training in Hair Removal, & Lash / Brow Beautification

Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and, includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, non-prescription chemicals, or waxing or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves which are commonly known as rays.

Technical Instruction
25 – Hours Hair Removal/ Lash & Eyebrow Beautification

50 - Practical Operations and Hours
Lash / Eyebrow Beautification
Waxing / Hair Removal

100 hours Technical Instruction & Practical Training in Manicuring, Pedicuring, Artificial Nail Services

Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including but not limited to acrylic liquid and powder brush-on, dip, tips, wraps, and repairs.

Technical Instruction

10 – Hours Manicure / Pedicure

20 – Hours Acrylics Liquid / Powder Nail Brush-on

5- Artificial Nail Tips, Wraps & Repairs

Practical Operations and Hours

20 – Manicure / Pedicure

45 – Acrylic Liquid / Powder Nail

Artificial Nail Tips, Wraps & Repairs

COSMETOLOGY PERFORMANCE OBJECTIVE

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

SKILLS TO BE DEVELOPED

1. Learn the proper use of implements relative to all cosmetology services.
2. Acquire the knowledge of analyzing the scalp, face and nails prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all cosmetology services.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. Able to appreciate good workmanship common to cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

TEACHING METHODS

Students will be taught by instructors using discussion, demonstration, question and answer, cooperative learning, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities.

GRADING SYSTEM

Students are evaluated in person on a weekly basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students. SAP evaluations take place at 450 and 900 clock hours. The SAP evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. Students must maintain a **"C" (70%)** average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK
100 - 90% Superior Performance	(GPA 4) 4 POINTS=A
89 - 80% Above Average	(GPA 3) 3 POINTS=B
79 - 70% Average	(GPA 2) 2 POINTS=C
69 - 60% Unsatisfactory	(GPA 1) 1 POINTS=D = NOT PASSING
59 - 00 % Fail	(GPA 0) 0 POINTS=F = NOT PASSING

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE

Student must complete Theory and Practical Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations with a GPA of "C" (70%) or better, completed the final examination and the student's tuition account is paid in full, he or she is awarded a Certificate of Completion certifying his or her graduation. Students are assisted in completing the necessary documents to file for the Cosmetologist Board of Barbering and Cosmetology Licensing Examination.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th grade, A Cosmetologist 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 Board of Barbering & Cosmetology Licensing Exam with an overall average of 75%.

ESTHETICIAN OUTLINE

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: FACIALS 350 HOURS REQUIRED	Minimum Technical Hours	Minimum Practical Operations	Minimum Practical Hours
Manual, Electrical, Chemical Facials	70	200	200
Preparation	15	100	50
Career Development/Additional Training	15	----	----
HEALTH & SAFETY 200 HOURS REQUIRED	Minimum Technical Hours	Minimum Practical Operations	Minimum Practical Hours
Laws & Regulations	20	----	----
Health & Safety/Anatomy	30	----	----
Disinfection & Sanitation	20	80	80
Electricity	5	----	----
Cosmetology Chemistry related to Skin Care	20	---	---
Infectious Control/Microbiology	25	---	---
HAIR REMOVAL & MAKEUP 50 HOURS REQUIRED			
Hair Removal/Eyebrow & Lash Beautification	10	15	15
Makeup	10	15	15

Esthetician 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

Licensed Esthetician, Skin Therapist, Makeup Artist, Waxer

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.

Attitudes and Appreciations 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 dealings with patrons and colleagues.

Grading Procedure

Student's academic performance is throughout the program, and at the scheduled completion of 300 clock hours, a SAP evaluation will be completed. 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 50% toward the grade
2. Practical Operations scores count 50% toward the grade

Grading Scale:

<u>Academic Grading</u>	<u>Point Grades for Practical Work</u>
100% - 90% A.....Excellent	(GPA 4) 4 POINTS = A - Passing
89% - 80% B.....Above Average	(GPA 3) 3 POINTS = B - Passing
79% - 70% C.....Average	(GPA 2) 2 POINTS = C - Passing
69% - 00% D..... Fail	(GPA 1) 1 POINTS = D – Not Passing
	(GPA 0) 0 POINTS = F – Not Passing

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.

Graduation Requirements

When a student has completed the required theory hours and practical operations with a GPA of "C" (70%) or better, completed the final examination and the student's tuition account is paid in full, he or she is awarded a Certificate of Completion certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

Licensing Requirements

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

MANICURING OUTLINE

MANICURING CURRICULUM DESCRIPTION:

The 400 hours teaches the art and science of manicuring. The student will learn to perform the skills, methods and techniques of beautifying the hands through manicuring, applying artificial nails, nail wrapping and massaging. S/He will also improve the appearance of the feet with pedicure techniques. Successful graduates will have the knowledge and skills needed to pass the required California Board examination for manicurist licensure. Graduates who obtain their licenses can secure entry level manicuring positions at salons and spas.

COURSE GOALS

The student will learn:

All phases of nail beautification - including nail tips, nail wraps and acrylics.

Knowledge of product chemistry for safety and patron protection

Business practices and professional ethics in nail care.

Successful graduates will have the knowledge and skills needed to pass the California State Board Examination for licensure and to secure employment as a manicurist.

COURSE MATERIALS

Milady Standard Nail Technology - Milady Publishing Corporation 2022

Barbering and Cosmetology Act and Regulations

Manicuring kit

Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

Subjects	Minimum Technical Instruction	Minimum Hours of Practical Operations
Health and Safety <ul style="list-style-type: none">• Laws and Regulations• Health and Safety Considerations• Disinfection and Sanitation• Bacteriology, Anatomy and Physiology• Additional Health and Safety	10 25 20 10 55	--- 80
Nail Care <ul style="list-style-type: none">• Manicuring and Pedicuring• Artificial Nail and Wraps• Additional Nail Care	20 20	60 180 nails – 20 hours 20
220 (Theory Hours)		180 (Practical Hours)

METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor performance practices with 100% supervision. Students are eligible to work in the clinic after successfully completing 20% of their program hours the associated practical and written tests.

GRADED ACTIVITIES

Written objective examinations

Practical demonstrations and evaluations of student performance

Mock Board Assessments

GRADE CHART

Grade	Level
90%-100% - Excellent	Satisfactory
80%-89% - Good	Satisfactory
70%-79% - Average	Satisfactory
0-69%	Unsatisfactory

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.

Graduation Requirements

When a student has completed the required theory hours and practical operations with a GPA of "C" (70%) or better, completed the final examination and the student's tuition account is paid in full, he or she is awarded a Certificate of Completion certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

Licensing Requirements

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

Hairstyling Outline

Business and Professions Code (B&P) Section 7363 (a) states: A course in hairstyling established by a school shall consist of not less than 600 hours of practical and technical instruction in the practice of hairstyling. **Pursuant to B&P 7362.5c the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:**

100 Hours in Health and Safety

Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

Board approved Health & Safety Course (B&P 7389 (a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

100 – Hours Technical Instruction

20 – Laws and Regulations

20 – Hours Chemistry

30 – Hours Health & Safety/Anatomy

5 – Hours Electricity

25 – Hours Infection Control / Microbiology

100 Hours Technical Instruction and Practical Procedures in Disinfection and Sanitation

Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

Disinfection & Sanitation

20 – Hours Technical Instruction

Practical Operations and Hours

80 – Sanitation / Disinfection

400 Hours Technical Instruction & Practical Training in Hairstyling Services

Hairstyling services include instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

50 - Hours Hairstyling Technical Instruction

50 - Hours Haircutting Technical Instruction

Practical Operations and Hours

200 Hairstyling

100 - Haircutting

HAIRSTYLING PERFORMANCE OBJECTIVE

1. Acquire knowledge of laws and rules regulating California's hair establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, scalp.
3. Acquire knowledge of general theory relative to hairstyling including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to hairstyling.

SKILLS TO BE DEVELOPED

1. Learn the proper use of implements relative to all hairstyling services.
2. Acquire the knowledge of analyzing the scalp prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all hairstyling services.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. Able to appreciate good workmanship common to hairstyling.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

PROGRESS POLICY: Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

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. Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. Students must maintain a **"C" (70%)** average to maintain satisfactory academic status. The system detailed below is the system utilized in the school

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK
100 - 90% Superior Performance	(GPA 4) 4 POINTS=A
89 - 80% Above Average	(GPA 3) 3 POINTS=B
79 - 70% Average	(GPA 2) 2 POINTS=C
69 - 60% Unsatisfactory	(GPA 1) 1 POINTS=D = NOT PASSING
59 - 00 % Fail	(GPA 0) 0 POINTS=F = NOT PASSING

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations with a GPA of "C" (70%) or better, completed the final examination and the student's tuition account is paid in full, he or she is awarded a Certificate of Completion certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Licensing Examination.

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

FRESHMAN PHASE: The freshman curriculum for the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. The freshman phase 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 as a freshman are at least 10% of the required hours. Simply Divine Academy considers the freshman phase to be the foundation for your future.

TEXTBOOKS, EQUIPMENT & SUPPLIES: Textbooks & Kits will be issued at the beginning of the freshman class. All needed school supplies and equipment will be maintained in the classroom. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen.

SCHOOL RULES AND REGULATIONS

1. School hours are as follows: Tuesdays-Fridays: 9:00 a.m.-3:00 p.m., for Day Programs; & 3:30 p.m. - 9:30 p.m. for Night Programs and Saturday 9:00 a.m. – 4:30 p.m. for all Programs.
2. Time cards must be clearly legible. Students must punch only their own timecards.
3. In case of illness or emergency on any day, the student must call in to the school director to report his/her absence before 8:45 a.m. that morning.
4. Students are required to be in class for roll call promptly at 9:00 a.m. in clean, prescribed uniform. Male and Female (Barber) students must wear a black school issued Barber smock/jacket and clean, black shoes. No shorts are permitted. Shoes must be closed toe and closed heel shoes (no canvass material type). A work type shoe is recommended due to the long periods of standing required in our occupation
5. Students appearing in school with their hair not set and neat will be clocked out. Personal grooming needs are to be done on the student's own time.
6. Students who are habitually tardy (5 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.
7. Full time students will take lunch between 12:00 p.m. – 1:00 p.m. for the day program and 6:30 – 7:30 p.m. for the night program. Students should report to an instructor if they have not had lunch by 1:00 p.m. or 7:30 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility and must be staggered with other students.
8. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students failing to do so will only receive credit for hours indicated by the time clock. Students are also being required to punch in and out for all breaks on the back of their timecards.
9. No student may clock in or out for another student. This rule is strictly enforced.
10. Smoking is allowed in assigned areas only outside of the building.
11. College business phones may not be used for personal calls. Cell phones use is not allowed on clinic floor and ringers must be on vibrant or silent setting.
12. Rigid adherence to the rules of sanitation and disinfection and personal hygiene are required at all times.
13. Students must their keep workstation, in class or on the clinic floor, clean and sanitary at all times.
14. A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
15. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.
16. No student may leave a patron while performing a service.
17. Students are not allowed to give services or materials other than what is called for on the service ticket.
18. Students are responsible for the return of academy materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
19. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
20. The academy positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
21. The academy will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.
22. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly timecards will be audited by the college office. Credit will be given for applied effort only; continuously engaged in training and study of Barbering. All work must be checked by an instructor or credit will not be given. Records must be neat and clear.
23. All students will be expected to maintain an average of 70% in theory and in all practical subjects.
24. Only products furnished by the college may be used unless otherwise approved by the instructor.

25. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
26. Students must comply with college policy and state rules and regulations.
27. Missed assignments, tests and homework for any reason may be made up but it is the student's responsibility to discuss missed assignments and tests with her/his instructor when s/he returns from an absence.
28. Make up hours must be approved prior to extra attendance by the Director.
29. Notify office immediately of any address or telephone change.
30. Absence of three (3) days or more without notification shall be considered cause for suspension. Any student absent more than fourteen (14) days without notifying the director will be automatically terminated.

These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a professional in the industry. Violation of school rules may result in suspension or termination

ORGANIZATIONAL CHART

SIMPLY DIVINE ACADEMY

Owner/Director/Chief Executive Officer
 Ms. Keshia Darden
Chief Operations Officer/Admissions Officer
 Mr. Damion Haynes
Chief Academic Officer
 Mr. Diondre Haynes
Placement Advisor
 Ms. Keshia Darden
Compliance Administrator
 Dr. Adrienne Wright

Instructors:, Keshia Bowen, Isela Rosas, Shantal Stovall, Monica Mora, Teresa Roston, Christa Cole

INSTRUCTORS QUALIFICATIONS

Keshia Darden Licensed Cosmetologist & Barber Bachelor's Degree in Business Management Master's Degree in Leadership and Organizational Studies	INSTRUCTOR 26 years
Isela Rosas Licensed Barber & Cosmetologist	INSTRUCTOR 10 years
Shantel Stovall Licensed Barber	INSTRUCTOR 5 years
Monica Mora Licensed Cosmetologist	INSTRUCTOR 10 years
Teresa Roston Licensed Cosmetologist	INSTRUCTOR 10 years
Christa Cole Licensed Manicurist	INSTRUCTOR 10 years

QUESTIONS

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 1747 North Market Blvd., Suite 225, Sacramento California 95834, P.O. Box 980818 West Sacramento, CA 95798-0818, web site address www.bppe.ca.gov, Phone number: (916) 547-8900, (888) 370-7589 / Fax number: (916) 263-1897.

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

All information in the contents of this school catalog is current and correct and is so certified as true by:
Ms. Keshia Darden, Owner/Director Signature: _____

NOTE: Simply Divine Academy reserves the right to change the conditions, terms, fees and course offerings printed in this catalog. Therefore, prospective applicants should not consider this catalog to be a contract.